

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

May 03, 2021

**Aldermen Cavanaugh, O'Neil,
Sapienza, Roy, Barry**

5:15 p.m.

**Online Virtual Meeting
Call +1 (872) 240-3212 and enter
Access Code: 243-718-861
when prompted**

1. Chairman Cavanaugh calls the meeting to order.
2. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.
3. The Clerk calls the roll.
4. Summary of abatement requests submitted by Fred McNeil, Chief Engineer.
Gentlemen, what is your pleasure?
5. Communication from Chaz Newton, Solid Waste and Environmental Programs Manager, requesting a change in the project description for CIP 713320 to include the installation of a bypass lane, scale rehabilitation and other ancillary facility improvements at the Transfer Station.
Gentlemen, what is your pleasure?
6. Communication from Anna Thomas, Public Health Director, to extend the completion date for CIP 212520 Health Center Coronavirus Aid Relief and Economic Security Act Funding to March 31, 2022.
Gentlemen, what is your pleasure?

7. Communication from Daniel Goonan, Fire Chief, to extend the completion date for CIP 411920 Motorola Upgrade Project to June 30, 2021.
Gentlemen, what is your pleasure?
8. Communication from Andre Parent, Assistant Fire Chief, requesting authorization to apply for a federal Assistance to Firefighter's Grant for Self-Contained Breathing Apparatus (SCBA) in the amount of \$1,706,350.
(Note: The City would be responsible for \$155,122.73 if awarded this grant and that amount could change as it is a variable match rate based on population.)
Gentlemen, what is your pleasure?
9. Communication from Kristen Clarke, Traffic Engineer, requesting authorization to apply for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant and to engage Fuss & O'Neill to support the preparation of the grant application.
Gentlemen, what is your pleasure?
10. Communication from Owen Friend-Gray requesting approval of the following projects in the Mayor's FY22 proposed CIP budget:
 - 710122 FY22 Roadway Improvement
 - 710422 ADA/School Sidewalk Improvement**Gentlemen, what is your pleasure?**
11. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$93,978 for CIP 412021 Mobile Command Vehicle Upgrades.
Gentlemen, what is your pleasure?
12. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$2,350 for CIP 412121 Advanced Law Enforcement Rapid Response Training (ALERRT) 2021 Conference.
Gentlemen, what is your pleasure?

13. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$1,600,000 for CIP 710521 Terminal and Building Improvements.
Gentlemen, what is your pleasure?
14. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$19,242 for CIP 714021 Household Hazardous Waste Collection - Fall 2021 and Spring 2022.
Gentlemen, what is your pleasure?
15. Amending resolution and budget authorizations providing for the acceptance and expenditure of funds in the amount of \$15,000 to CIP 812321 Regional Economic Development Center Grant Writing Services for EDA Application Submission.
Gentlemen, what is your pleasure?
16. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$1,249 to 713021 Thermoplastic Bicycle/Pavement Markings.
Gentlemen, what is your pleasure?
17. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$10,153.42 to CIP 714121 2021 Fireworks Display.
Gentlemen, what is your pleasure?
18. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$500,000 for CIP 510022 FY22 Deferred Maintenance (DPW-Parks, Recreation & Cemeteries).
Gentlemen, what is your pleasure?
19. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$750,000 for CIP 710322 Sidewalk Rehabilitation Program.
Gentlemen, what is your pleasure?

20. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$250,000 for CIP 710222 New Sidewalk Expansion (DPW-Highway).

Gentlemen, what is your pleasure?

21. Communication from the property owner of 279 Silver Street requesting subordination of a City lien in the amount of \$25,800.

Gentlemen, what is your pleasure?

22. Communication from the property owner of 415 Gold Street requesting subordination of a City lien in the amount of \$20,000.

Gentlemen, what is your pleasure?

23. Communication from Families in Transition requesting additional HOME funds for the renovation project at 434 Union Street due to the increased cost of construction materials.

(Note: The exact amount of their funding request will be available at the May 4 meeting.)

Gentlemen, what is your pleasure?

24. Communication from Waypoint requesting the following funding for a renovation project at 298 Hanover Street:

- \$325,000 for building acquisition
- \$272,799.34 for construction of three (3) studio permanent housing apartments on the second floor of the building
- \$569,672.15 for construction of the emergency shelter for 18-20 crisis response beds for young adults age 18-25

Gentlemen, what is your pleasure?

25. If there is no further business, a motion is in order to adjourn.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 4/16/2021 21-086
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill *FJM*
RE: EPD Abatement Requests

The attached tables summarize the 29 sewer abatements reviewed by the Highway Commission on April 12, 2021.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

Summary of Abatement Requests
April 7, 2021 to Highway Commission
April 16, 2021 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Request Rec'd	Request Reason	EPD Recommendation	Justification	Abatement Amount	Highway Recommendation
1	143859-11654	West Side 7 Rental	416 Rimmon St	09/02/20	toilet leak	Grant	above 250% threshold -715%	2,732.77	Grant
2	141455-248	Goodteam Realty LLC	330 Manchester St	09/22/20	toilet leak	Grant	above 250% threshold -315%	1,350.14	Grant
3	162953-68418	Golden Eye Property	62-64 Winter St	10/08/20	numerous water leaks	Grant	above 250% threshold -407%	1,360.97	Grant
4	39536-27384	Couture	25 Elm St	10/21/20	toilet leak	Grant	above 250% threshold -1154%	494.57	Grant
5	185287-20362	Dabois	66 Mason St	10/21/20	toilet leak	Grant	above 250% threshold -653%	339.34	Grant
6	90141-66780	St. Anthony Parish	172 Belmont St	10/09/20	irrigation leak	Deny	below 250% threshold -211%	0.00	Deny
7	188303-61990	Doan	112 Gabrielle St	10/09/20	Tub leak	Grant	above 250% threshold -421%	335.73	Grant
8	108837-21044	Rogers	88 Cilley Rd	10/21/20	toilet leak	Grant	above 250% threshold -790%	249.09	Grant
9	170235-212160	Khanal	4 Lavendar Ln	10/21/20	toilet leak	Grant	above 250% threshold -303%	277.97	Grant
10	164169-23356	Dionne	81 Maurice St	11/12/20	toilet leak	Deny	Deny 250% threshold -242%	0.00	Deny
11	158037-65472	Tonneson	856-858 Valley st.	11/13/20	toilet leak	Grant	above 250% threshold -583%	924.16	Grant
12	86883-65150	Renaissance III	377-379 Union St.	11/16/20	toilet leak	Grant	above 250% threshold -270%	999.97	Grant
13	15929-10794	Nakos	440 Hevey St.	11/17/20	toilet leak	Grant	above 250% threshold -381%	375.44	Grant
14	189453-39216	Harding	445 Blevens Dr	11/17/20	toilet leak	Grant	above 250% threshold -933%	361.00	Grant
15	176641-16422	Sechelar	145 Hall St	11/19/20	toilet leak	Deny	below 250% threshold -207%	0.00	Deny
16	180773-19888	Sechelar	494 N. Main St	11/19/20	toilet leak	Deny	below 250% threshold -207%	0.00	Deny
17	183397-64712	Anwar	244 Sewall St.	11/23/20	tenant left water on to be mean	Grant	above 250% threshold -1044%	1,841.10	Grant
18	144009-60928	Gero	5 Irwin Dr	11/23/20	toilet leak	Grant	above 250% threshold -1016%	1,256.28	Grant
19	182729-9472	Rodriguez	54 Hospital Ave	11/20/20	toilet leak	Grant	above 250% threshold -833%	635.36	Grant
20	52213-36712	Birmingham	82 A. St.	11/30/21	toilet leak	Grant	above 250% threshold -310%	158.84	Grant
21	21401-14468	Stearns	111 Delaware Ave	11/30/20	toilet running	Grant	above 250% threshold -1433%	433.20	Grant
22	32429-22188	Daigle	56 Webster St.	12/02/20	toilet leak	Grant	above 250% threshold -737%	436.81	Grant
23	195117-7768	Miranda	577 Amherst St.	12/07/20	Hot water leak	Grant	above 250% threshold -448%	339.34	Grant
24	182233-39930	Sechalan	44 West St.	12/10/20	Outside water use	Deny	Abatement previously granted 2017	0.00	Deny
25	179461-67372	DuPaul City Prop	103-105 Ray St.	12/29/20	Hot water tank	Deny	Past 90 Days based on Sept & Dec 20	0.00	Deny
26	192939-65378	Sharma	433-435 Hanover St.	01/01/21	Hot water tank leaking	Grant	above 250% threshold -383%	1,184.08	Grant
27	123655-7024	Burke	27 Tiffany Ln	01/01/21	toilet leak	Grant	above 250% threshold -426%	317.68	Grant
28	164027-49334	Bessett-Godbout	1 Tanglewood Ct	01/08/21	toilet leak	Grant	above 250% threshold -403%	339.34	Grant
29	150905-3066	Wood	421 Merrimack St.	01/08/21	toilet leak	Grant	above 250% threshold -504%	335.73	Grant
30									
31									

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/2/2020

Customer Name: West Side 7 Rental Prop Carita Account #: 143859-11654

Property Address: 416 Rimmon St.

Reason for Request: toilet leak

Service Dates: 4/13/20-7/13/20-10/13/20 Bill Date: 8/26/20 & 11/23/20

Consumption: 880 ccf % Increase from Average: 715%

Average Consumption: 123 ccf Based on: 5 year average

Difference: 757 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 757 ccf at \$ 3.61 \$ 2,732.77

Highway
Recommendation: Approved Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Shelley Carter - owner - West Side Seven Rental Properties LLC

Address: 30 Black Brook Road (Street) NH (State) 03253 (Unit)
Meredith (City)

Phone Number: (603) 494-1472 (State) 03253 (Zip)

Customer Account Number: 143859-11654

Address of Property for which Abatement is Requested:
416 Rimmon Street (Street) NH (State) 03102 (Unit)
Manchester (City)

Billing Period: 4/13/20 → 7/13/2020

Amount of Abatement Request: 1,310.43

Reason for Abatement Request: Leaking toilet found

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Shelley Carter
(Signature)

Sept. 1, 2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 9/22/2020

Customer Name: Goodteam Realty LLC

Account #: 141455-248

Property Address: 330 Manchester St.

Reason for Request: toilet leaks

Service Dates: 3/23/20-6/23/20-9/21/20

Bill Date: 8/5/20-11/04/20

Consumption: 548 ccf

% Increase from Average: 315%

Average Consumption: 174 ccf

Based on: 5 year average

Difference: 374 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 374 ccf at \$ 3.61 \$ 1,350.14

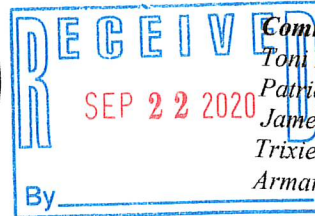
Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
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Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: GOODTEAM REALTY LLC (JACK COHEN, member)

Address: 105 BURNHAM AVENUE
(Street)
MANCHESTER (City) NH (State) 03104 (Unit)
Phone Number: 603-475-2399 (Zip)

Customer Account Number: 141455-6248

Address of Property for which Abatement is Requested:
330 MANCHESTER STREET / 430 MAPLE STREET
(Street)
MANCHESTER (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: DEC 2019 - JUNE 2020

Amount of Abatement Request: _____

Reason for Abatement Request: TOILETS LEAKING

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

____ Yes ____ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Jack Cohen for Goodteam Realty LLC
(Signature)

9/21/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/8/2020

Customer Name: Goldern Eye Peoperties

Account #: 162953-68418

Property Address: 62-64 Winter St.

Reason for Request: numerous water leaks

Service Dates: 4/13/20-7/13/20-10/13/20

Bill Date: 8/26/20 & 11/23/20

Consumption: 500 ccf

% Increase from Average: 407%

Average Consumption: 123 ccf

Based on: 5 year average

Difference: 377 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 377 ccf at \$ 3.61 \$ 1,360.97

Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Goldeneye Properties LLC
Address: 30 Temple St. Suite 504
(Street) (Unit)
Nashua NH 03060
(City) (State) (Zip)
Phone Number: 499-4200

Customer Account Number: 162953-68418

Address of Property for which Abatement is Requested:
62-64 Winter St.
(Street)
Manchester NH 03102
(City) (State) (Zip)

Billing Period: 4/13/2020 - 7/13/2020

Amount of Abatement Request: \$ 1111.88

Reason for Abatement Request: A handicapped gentleman recently had moved in. Once we received high water bill, we did a walk thru + found a running toilet + faulty shower + since has been repaired.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

ceiling in kitchen area of apartment below. This is now repaired.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

10-8-2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 10/21/2020

Customer Name: Couture Account #: 39536-27384

Property Address: 25 Elm St.

Reason for Request: toilet leak

Service Dates: 6/23/20-9/21/20 Bill Date: 11/4/2020

Consumption: 150 ccf % Increase from Average: 1154%

Average Consumption: 13 ccf Based on: 5 year average

Difference: 137 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 137 ccf at \$ 3.61 \$ 494.57

Highway Recommendation: Approved Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jean-Paul Couture
Address: 25 Elm Street
Manchester (Street) NH (City) 03103 (Unit)
Phone Number: 603-623-7465 (State) (Zip)
Customer Account Number: 39535-27384

Address of Property for which Abatement is Requested:
25 Elm Street
Manchester (Street) NH (City) 03103 (Unit)
(State) (Zip)

Billing Period: 6-3-20 9-21-20
Amount of Abatement Request: 505.40
Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X [Signature]
(Signature)

X 10-21-20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/21/2020

Customer Name: Deblois

Account #: 185287-20362

Property Address: 66 Mason St

Reason for Request: toilet leak

Service Dates: 7/13/20-10/13/20

Bill Date: 11/13/2020

Consumption: 111 ccf

% Increase from Average: 653%

Average Consumption: 17 ccf

Based on: Used 11 quarters
Limited History

Difference: 94 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 94 ccf at \$ 3.61 \$ 339.34

Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Nathalie Deblois
Address: 66 Mason Street 1st Floor
(Street) (Unit)
Manchester NH 03102
(City) (State) (Zip)
Phone Number: 603-703-6004 Cell phone
Customer Account Number: 185287-20362

Address of Property for which Abatement is Requested:
66 Mason Street 1st Floor
(Street) (Unit)
Manchester NH 03102
(City) (State) (Zip)

Billing Period: November's Bill - 7-13-20 - 10-13-20

Amount of Abatement Request: _____

Reason for Abatement Request: Didn't Realize my toilet was
leaking and this past weekend (10/17/20 - 10/18/20)
fixed it. Receipts are attached. Toilet is fully fixed.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

____ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Nathalie Deblois
(Signature)

10/21/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/9/2020

Customer Name: St Anthony Parish

Account #: 90141-66780

Property Address: 172 Belmont St

Reason for Request: Irrigation Leak

Service Dates: 6/8/20-9/8/20

Bill Date: 10/16/2020

Consumption: 332 ccf

% Increase from Average: 211%

Average Consumption: 157 ccf

Based on: 5 year average

Difference: 175 ccf

Other Comments: _____

EPD Recommendation: Deny- Abatement does not exceed the 250% threshold

Deny Jm

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway Recommendation: *Deny*

Date: 4.12.21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: St. Anthony of Padua Parish

Address: 172 Belmont St

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 603-625-6409

Customer Account Number: 24279-16416 (rectory) 90141-66780 (church)

Address of Property for which Abatement is Requested:

172 Belmont St
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 3/10/20 - 6/8/20

Amount of Abatement Request: ~~\$285~~ \$85

Reason for Abatement Request: Break in main line caused by spike hit by tent rental company for Fall 2019 Festival.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Linda Healy
(Signature)

10/6/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/9/2020

Customer Name: Doan, Hieu

Account #: 188303-61990

Property Address: 112 Gabrielle St.

Reason for Request: Tub leak

Service Dates: 5/26/20-8/26/20

Bill Date: 10/7/2020

Consumption: 122 ccf

% Increase from Average: 421%

Average Consumption: 29 ccf

Based on: Used 7 quarters limited history

Difference: 93 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Amie Jm

Abatement Total: 93 ccf at \$ 3.61 \$ 335.73

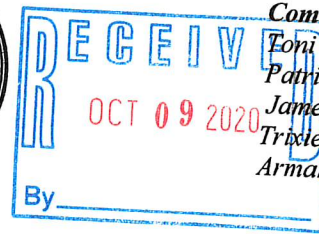
Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Hieu Doan

Address: 20 Sherbrook St
(Street)

Tyngsboro (City) MA (State) 01879 (Unit)

Phone Number: 978-996-8959 (Zip)

Customer Account Number: 188303-61990

Address of Property for which Abatement is Requested:

112 Gabrielle St.
(Street)

Manchester (City) NH (State) 03103-3948 (Unit)

Billing Period: 5-26-20 8-26-20

Amount of Abatement Request: 346.50

Reason for Abatement Request: Tub Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Hieu Doan
(Signature)

X 09/06/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/21/2020

Customer Name: Rogers

Account #: 106837-21044

Property Address: 86 Cilley Rd

Reason for Request: Toilet leak

Service Dates: 6/1/20-8/31/20

Bill Date: 10/14/2020

Consumption: 79 ccf

% Increase from Average: 790%

Average Consumption: 10 ccf

Based on: 5 year average

Difference: 69 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 69 ccf at \$ 3.61 \$ 249.09

Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

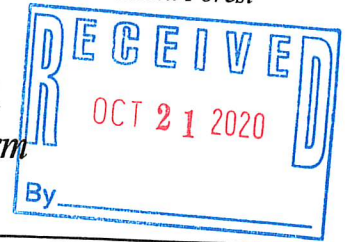
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Theresa & Barry Rogers

Address: 86 Cilley Rd

(Street)

Manchester

(City)

N.H

(State)

(Unit)

63103

(Zip)

Phone Number: 603 627 1394

Customer Account Number: 106837-21041

Address of Property for which Abatement is Requested:

86 Cilley Rd

(Street)

Manchester NH

(City)

(State)

03103

(Unit)

(Zip)

Billing Period: 6-1-20 - 8-31-20

Amount of Abatement Request: 245.48

Reason for Abatement Request: Toilet leak - up stair toilet
Sept running

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Theresa Rogers
(Signature)

X 10/20/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/21/2020

Customer Name: Khanal

Account #: 170235-212160

Property Address: 4 Lavender Ln

Reason for Request: Toilet leak

Service Dates: 6/1/20-8/31/20

Bill Date: 10/14/2020

Consumption: 115 ccf

% Increase from Average: 303%

Average Consumption: 38 ccf

Based on: used 11 quarters limited history

Difference: 77 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 77 ccf at \$ 3.61 \$ 277.97

Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

OCT 27 2020

Name: Krishna Khana/

Address: 4 Lavender Ln
(Street)

Manchester
(City)

NH
(State)

(Unit)

03109
(Zip)

Phone Number: 617-620-6236

Customer Account Number: 170235-212160

Address of Property for which Abatement is Requested:

4 Lavender Lane
(Street)

Manchester
(City)

NH
(State)

(Unit)

03109
(Zip)

Billing Period: 6-1-20 to 8-31-20

Amount of Abatement Request: 241.50

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X [Signature]
(Signature)

X 10/26/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/12/2020

Customer Name: Dionne

Account #: 164169-23356

Property Address: 81 Maurice St

Reason for
Request: Toilet leak

Service Dates: 6/1/20-8/31/20-12/01/20

Bill Date: 10/14/20 & 01/19/21

Consumption: 109 ccf

% Increase
from Average: 242%

Average
Consumption: 45 ccf

Based on: 5 year average

Difference: 64 ccf

Other Comments: _____

EPD
Recommendation: Deny- Abatement does not exceed the 250% threshold

Deny Jim

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: *[Signature]*

Date: 4.12.21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



RECEIVED

NOV 12 2020

By

Commission

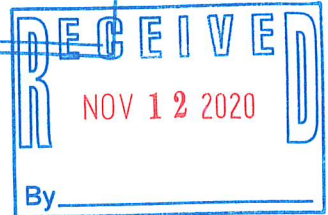
Toni Pappas

Patrick Robinson

James Burkush

Tracie Vazquez

Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: JENNIFER DIONNE

Address: 15 WINTERS WAY

(Street)
AUBURN

(City)
NH

(Unit)
03032

Phone Number: (603) 935-7090

(Zip)

Customer Account Number: 164169-23356

Address of Property for which Abatement is Requested:

81 MAURICE ST.

(Street)

(City)
MANCHESTER

(State)
NH

(Unit)
03103

(Zip)

Billing Period: JUNE 1, 2020 - AUG. 31, 2020

Amount of Abatement Request: \$126.35

Reason for Abatement Request:

TOILET LEAK

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

11/03/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/13/2020

Customer Name: Tonneson

Account #: 158037-65472

Property Address: 856-858 Valley St.

Reason for Request: Toilet leak

Service Dates: 6/15/20-9/14/20

Bill Date: 10/28/2020

Consumption: 309 ccf

% Increase from Average: 583%

Average Consumption: 53 ccf

Based on: 5 year average

Difference: 256 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 256 ccf at \$ 3.61 \$ 924.16

Highway Recommendation: Approved

Date: 4.12.21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Rec'd
e-mail
11-13-20

Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John R Tonnerson

Address: 66 Pine tree Drive
(Street)
Methuen MA 01844
(City) (State) (Unit)
(Zip)

Phone Number: 603 203 4642

Customer Account Number: 158037-65472

Address of Property for which Abatement is Requested:
856-858 Valley St.
(Street)
Manchester NH 03103
(City) (State) (Unit)
(Zip)

Billing Period: 6-15-20 to 9-14-20

Amount of Abatement Request: 953.04

Reason for Abatement Request: Toilet leak and problem
With Tenant not reporting this.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

John R Tonnerson
(Signature)

11-6-20
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/16/2020

Customer Name: Renaissance III LP

Account #: 86883-65150

Property Address: 377-379 Union St.

Reason for Request: Toilet leak

Service Dates: 6/15/20-9/14/20

Bill Date: 10/28/2020

Consumption: 440 ccf

% Increase from Average: 270%

Average Consumption: 163 ccf

Based on: 5 year average

Difference: 277 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 277 ccf at \$ 3.61 \$ 999.97

Highway Recommendation: Approved

Date: 4.12.21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Renaissance III, LP
Address: PO BOX 10540
Bedford (Street) NH (Unit)
03110 (Zip)
Phone Number: 603-657-4552
Customer Account Number: 86883-65150

Address of Property for which Abatement is Requested:

377-379 Union Street
Manchester (Street) NH (Unit)
03110 (City) (State) (Zip)

Billing Period: 6/15/2020-9/14/2020

Amount of Abatement Request: \$1,010.80

Reason for Abatement Request: Found Toilets running Tenants
didn't notify Management

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

11/16/2020
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/17/2020

Customer Name: Nakos

Account #: 15929-10794

Property Address: 440 Hevey St.

Reason for
Request: Toilet leak

Service Dates: 4/13/20-7/13/20

Bill Date: 8/26/2020

Consumption: 141 ccf

% Increase
from Average: 381%

Average
Consumption: 37 ccf

Based on: 5 year average

Difference: 104 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approve Jm

Abatement Total: 104 ccf at \$ 3.61 \$ 375.44

Highway
Recommendation: Approve

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Rec'd
11-17-20

Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: KORNELIOS NAKOS

Address: 247 AMORY (Street) 1 FL (Unit)

MANCHESTER (City) N.H. (State) 03102 (Zip)

Phone Number: 603-668-9444

Customer Account Number: 15929-10794

Address of Property for which Abatement is Requested:

247 AMORY 440 HEVEY (Street) 3 units

MANCHESTER (City) N.H. (State) 03102 (Zip)

Billing Period: 4-20 THRU July 20-2020

Amount of Abatement Request: 375 Dollars

Reason for Abatement Request: TOYALE TOILET + Shower
LEAK

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

NOV 17-2020
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/17/2020

Customer Name: Harding

Account #: 189453-39216
Combine Billing

Property Address: 445 Blevens Dr

Reason for
Request: toilet leak

Service Dates: 8/10/20-11/10/20

Bill Date: 12/20/2020

Consumption: 112 ccf

% Increase
from Average: 933%

Average
Consumption: 12 ccf

Based on: limited history
used 7 Quarters

Difference: 100 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 100 ccf at \$ 3.61 \$ 361.00

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

Rec'd
11-17-20

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Brittney-Lynne Harding

Address: 445 Blevens dr

Manchester (Street) NH (City) 03104 (Unit)

Phone Number: 603-320-5534 (State) (Zip)

Customer Account Number: 189453-39216

Address of Property for which Abatement is Requested:

445 Blevens dr

Manchester (Street) NH (City) 03104 (Unit)

(City) (State) (Zip)

Billing Period: 8/10/20 to 11/10/20

Amount of Abatement Request: \$368.22

Reason for Abatement Request: Toilet leak in basement toilet.
This is a bathroom that is unused which is why
we didn't notice this sooner

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Brittney-Lynne Harding
(Signature)

11/17/20
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/19/2020

Customer Name: Sechelar

Account #: 176641-16422

Property Address: 145 Hall St.

Reason for Request: Toilet leak

Service Dates: 4/13/20-7/13/20

Bill Date: 8/26/2020

Consumption: 62 ccf

% Increase from Average: 207%

Average Consumption: 30 ccf

Based on: 5 year average

Difference: 32 ccf

Other Comments: _____

EPD Recommendation: Deny- Abatement does not exceed the 250% threshold

Deny [Signature]

Abatement Total: _____ ccf at \$ 3.61 \$ _____ -

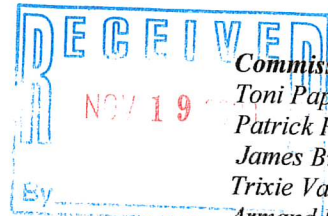
Highway Recommendation: [Signature]

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Valentin Sechelar

Address: 20 Prescott Heights Rd
(Street)
Hooksett (City) NH (State) 03106 (Unit)
(Zip)

Phone Number: 603 231 7970

Customer Account Number: 176641-16422

Address of Property for which Abatement is Requested:
145 Hall St
(Street)
Manchester (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 6/08/2020 - 9/08/2020

Amount of Abatement Request: 156.06

Reason for Abatement Request: Leaky Toilet valve

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Valentin Sechelar
(Signature)

11/17/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/19/2020

Customer Name: Sechelar

Account #: 180773-19888

Property Address: 494 N Main St.

Reason for
Request: Toilet leak

Service Dates: 6/30/20-9/30/20

Bill Date: 11/11/2020

Consumption: 67 ccf

% Increase
from Average: 203%

Average
Consumption: 33 ccf

Based on: 5 year average

Difference: 34 ccf

Other Comments: _____

EPD
Recommendation: Deny- Abatement does not exceed the 250% threshold

Deny Jm

Abatement Total: _____
ccf at \$ 3.61 \$ -

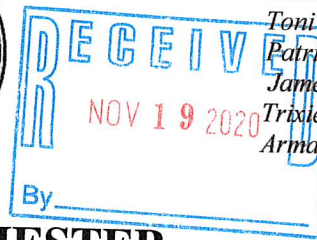
Highway
Recommendation: *Deny*

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Valentin Sechelar

Address: 20 Prescott Heights Rd
(Street) Hudson (City) NH (State) 03106 (Unit) (Zip)

Phone Number: 180773-19888 603 231 7970

Customer Account Number: 180 773 19888

Address of Property for which Abatement is Requested:
494 So Main St
(Street) Manchester (City) NH (State) 03102 (Unit) (Zip)

Billing Period: 06-30-2020 09-30-2020

Amount of Abatement Request: 241.87

Reason for Abatement Request: outside water pipe spigot burst
Pipe was capped off -
Receipt is attached

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

outside water pipe for spigot burst, water
was discharged on outside ground (Dirt)

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Valentin Sechelar
(Signature)

11/17/2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/23/2020

Customer Name: Anwar Account #: 183397-64712
Combine Billing

Property Address: 244 Sewall St

Reason for Request: tenant left water on to be mean

Service Dates: 8/10/20-11/10/20 Bill Date: 12/18/2020

Consumption: 564 ccf % Increase from Average: 1044%

Average Consumption: 54 ccf Based on: 3 year average
limited history

Difference: 510 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

_____ *Approved FJN*

Abatement Total: 510 ccf at \$ 3.61 \$ 1,841.10

Highway
Recommendation: Approved Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

NOV 23 2020

Name: MEHMUD ANWAR

Address: 5 W STEARNS AVE

HOOKSETT (City) NH (State) 03106 (Unit)

Phone Number: (603) 858 7476 (City) (603) 785 6010 (State) (Zip)

Customer Account Number: 183397-64712

Address of Property for which Abatement is Requested:

11 LIBERTY ST (Street) 2 (Unit)

MANCHESTER (City) NH (State) 03104 (Zip)

Billing Period: 08-10-20 To 11-10-20

Amount of Abatement Request: \$ 1855.54

Reason for Abatement Request: Landlord filed for eviction of 2nd floor tenants due to lack of rent payments. It is very likely they left water running in the apartment. No leaks have been identified in the building.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

M. Sheppard
(Signature)

11-19-2020
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/23/2020

Customer Name: Gero Account #: 144009-60928

Property Address: 5 Irwin Dr.

Reason for Request: Toilet leak

Service Dates: 9/9/2020 Bill Date: 9/10/2020

Consumption: 386 ccf % Increase from Average: 1016%

Average Consumption: 38 ccf Based on: 5 year average

Difference: 348 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 348 ccf at \$ 3.61 \$ 1,256.28

Highway
Recommendation: Approved Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

NOV 23 2020

Name: Richard Gero
Address: 271 No. Shore Dr. # 38
East Wakefield (Street) NH (Unit)
(City) (State) 03838 (Zip)
Phone Number: 603-339-5274
Customer Account Number: 144009-60928

Address of Property for which Abatement is Requested:
5 Irwin Dr.
Manchester (Street) NH (Unit)
(City) (State) 03104 (Zip)

Billing Period: 5-11-20 to 9-9-20
Amount of Abatement Request: 1,202.13

Reason for Abatement Request: Toilet Leak
Toilet leak was fixed by adjusting float
valve, no parts needed

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

X Richard Gero
(Signature)

X 11/18/20
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/20/2020

Customer Name: Rodriguez

Account #: 182729-9472
Combine Billing

Property Address: 54 Hospital Ave

Reason for
Request: toilet leak

Service Dates: 6/15/20-9/14/20-12/14/20

Bill Date: 10/28/20 & 01/27/21

Consumption: 200 ccf

% Increase
from Average: 833%

Average
Consumption: 24 ccf

Based on: limited history
used 13 Quarters

Difference: 176 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Agnes Jim

Abatement Total: 176 ccf at \$ 3.61 \$ 635.36

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Josmary Rodriguez

Address: 54 Hospital Ave
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: (603) 361-7039

Customer Account Number: 182729-9472

Address of Property for which Abatement is Requested:
same as above
(Street) (Unit)
(City) (State) (Zip)

Billing Period: 09/14/2020 - 12/14/2020

Amount of Abatement Request: \$361.00

Reason for Abatement Request: Toilet leak. This was repaired on
11/06/2020.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

11/18/2020
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/30/2020

Customer Name: Birmingham

Account #: 52213-36712

Property Address: 82 A. St

Reason for Request: Toilet leak

Service Dates: 7/2/20-10/2/20

Bill Date: 11/18/2020

Consumption: 65 ccf

% Increase from Average: 310%

Average Consumption: 21 ccf

Based on: 5 year average

Difference: 44 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 44 ccf at \$ 3.61 \$ 158.84

Highway Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Jeannine Birmingham

Address: 82 A St
(Street)

Manchester NH
(City) (State)

Phone Number: 603 622-2645 (Unit) 03102 (Zip)

Customer Account Number: 52213-36712

Address of Property for which Abatement is Requested:

82 A St
(Street)

Manchester NH
(City) (State)

(Unit) 03102 (Zip)

Billing Period: 7-2-20 to 10-2-20

Amount of Abatement Request: 162.45

Reason for Abatement Request: toilet was leaking all the time
redid the whole bathroom and changed
the toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

 Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Jeannine Birmingham
(Signature)

10/30/20
(Date)

✓
CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/30/2020

Customer Name: Stearns Account #: 21401-14468
Combine Billing

Property Address: 111 Delaware Ave

Reason for Request: toilet running

Service Dates: 8/4/20-11/2/20 Bill Date: 12/11/2020

Consumption: 129 ccf % Increase from Average: 1433%

Average Consumption: 9 ccf Based on: 5 year average

Difference: 120 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 120 ccf at \$ 3.61 \$ 433.20

Highway Recommendation: Approved Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

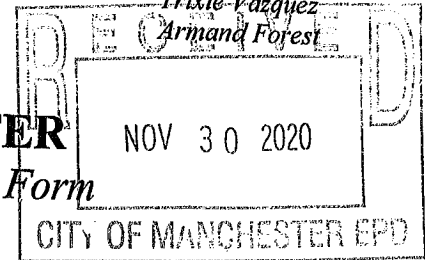
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER Sewer Fee Abatement Request Form



Name: PATRICIA A. STEARNS

Address: 111 DELAWARE AVE
(Street)

MANCHESTER
(City)

NH
(State)

(Unit)

03104
(Zip)

Phone Number: 603-550-9265 (cell) 603-622-8349 (land line)

Customer Account Number: 21401-14468

Address of Property for which Abatement is Requested:

111 Delaware Ave
(Street)

Manchester
(City)

NH
(State)

(Unit)

03104
(Zip)

Billing Period: 8-4-20 11-2-20

Amount of Abatement Request: 447.64

Reason for Abatement Request: My toilet was running (not leaking) for several weeks. It was annoying but I didn't realize it was costing money until I got a call from the water works who told me how much my bill was. I immediately called a plumber and had it fixed.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Patricia Stearns
(Signature)

11-26-20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 12/2/2020

Customer Name: Daigle

Account #: 32429-22188
Combine Billing

Property Address: 56 Webster St.

Reason for
Request: toilet leak

Service Dates: 8/19/20-11/16/20

Bill Date: 12/11/2020

Consumption: 140 ccf

% Increase
from Average: 737%

Average
Consumption: 19 ccf

Based on: 5 year average

Difference: 121 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 121 ccf at \$ 3.61 \$ 436.81

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Joseph Daigle

Address: 56 Webster St
(Street)
Manchester NH 03104 (Unit)
(City) (State) (Zip)

Phone Number: 603-345-1136 (Zip)

Customer Account Number: 32429-22188

Address of Property for which Abatement is Requested:
56 Webster St
(Street)
Manchester NH 03104 (Unit)
(City) (State) (Zip)

Billing Period: 8-19-20 to 11-10-20

Amount of Abatement Request: \$451.25

Reason for Abatement Request: Tenant didn't report
constantly leaking toilet to me

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

12.2.2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 12/7/2020

Customer Name: Miranda

Account #: 195117-7768
Combine Billing

Property Address: 577 Amherst St

Reason for
Request: Hot water tank

Service Dates: 8/4/20-11/2/20

Bill Date: 12/9/2020

Consumption: 121 ccf

% Increase
from Average: 448%

Average
Consumption: 27 ccf

Based on: 5 year average
limited history used prior owner

Difference: 94 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 94 ccf at \$ 3.61 \$ 339.34

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Mana V. Miranda

Address: 577 Amherst St Unit A
Manchester (City) NH (State) 03104 (Zip)

Phone Number: 978-701-1169

Customer Account Number: 195117-7768

Address of Property for which Abatement is Requested:
577 Amherst St
Manchester (City) NH (State) 03104 (Zip)

Billing Period: 8-4-20 thru 11-2-20

Amount of Abatement Request: _____

Reason for Abatement Request: Unit B had a leaking water tank, and water usage was high due to leak.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Basement, Concrete

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Mana Miranda
(Signature)

11/23/20
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 12/10/2020

Customer Name: Sechalan

Account #: 182233-39930

Property Address: 44 West St.

Reason for
Request: Outside water use

Service Dates: 7/13/20-10/13/20

Bill Date: 11/23/2020

Consumption: 296 ccf

% Increase
from Average: 592%

Average
Consumption: 50 ccf

Based on: 5 year average

Difference: 246 ccf

Other Comments: _____

EPD
Recommendation: Deny- Abatement previously granted 2017

Apprae Jm

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

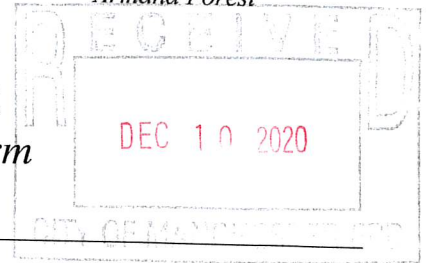
Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form



Name: Valentin Sechekaru
Address: 20 Prescott Heights Rd
(Street) Hooksett (City) NH (State) 03106 (Unit) (Zip)
Phone Number: 603 231 7970
Customer Account Number: 182233 - 39930

Address of Property for which Abatement is Requested:

44 West St
(Street) Manchester (City) NH (State) 03102 (Unit) (Zip)

Billing Period: 7/13/2020 - 10/13/2020

Amount of Abatement Request: \$ 1,068.56

Reason for Abatement Request: tenant left outside water spicket on (tenant was evicted on 10/15/2020 is no longer living there) I have shut the outside spicket off and tenants have no excess to it

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

water discharged outside on dirt ground

outside water usage was due to heat - being home spoke to owner told him we don't credit for that not extraordinary event

to a leaking

Abatement requested

2017

does not have ordinances, and

wer deduct meter is in place.

City of Manchester, all work is have been obtained and

Valentin Sechekaru
(Signature)

9 Dec 2020
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 12/29/2020

Customer Name: DuPaul-Mill City Prop. Mgmt

Account #: 179461-67372
Combine Billing

Property Address: 103-105 Ray St.

Reason for Request: Hot water tank

Service Dates: 11/12/19-11/10/20

Bill Date: 3/18/20-6/17/20-9/19/20-12/16/20

Consumption: 152 ccf

% Increase from Average: 230%

Average Consumption: 66 ccf

Based on: 3 year average
limited history

Difference: 86 ccf

Other Comments: March 2020 & June 2020 bill past 90 days based on Sept. 20 and Dec 20 Bills only

EPD Recommendation: Deny- Abatement does not exceed the 250% threshold

Reg Jm

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway Recommendation: *[Signature]*

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris
RECEIVED
DEC 29 2020

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Lauren and Chris DuPaul - Mill City Prop Agent

Address: 103-105 Ray St PO Box 5671
(Street) (City) (State) (Unit) (Zip)

Phone Number: 603 782-3367
(City) (State) (Zip)

Customer Account Number: 179461-67372

Address of Property for which Abatement is Requested:
103-105 Ray St
(Street) (City) (State) (Unit) (Zip)

Billing Period: 11/12/19 - 11/10/2020
(City) (State) (Zip)

Amount of Abatement Request: \$800.00

Reason for Abatement Request: We had troubleshooted for months on why our bill went up over \$200.00/quarter. Finally realizing it was a running toilet. Requesting \$200/quarter for the last 4 quarters.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

12/26/2020
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/1/2021

Customer Name: Sharma

Account #: 192939-65378

Property Address: 433-435 Hanover St

Reason for
Request: Hot water tank leaking

Service Dates: 8/4/20-11/02/20

Bill Date: 12/9/2020

Consumption: 444 ccf % Increase
from Average: 383%

Average
Consumption: 116 ccf Based on: 5 year average

Difference: 328 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approve JN

Abatement Total: 328 ccf at \$ 3.61 \$ 1,184.08

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: InterTech Real Estate (Property Management Company for Sudershan Sharma)

Address: 294 Derry Road

Hudson (Street) NH (Init) 03051

Phone Number: (603) 801-0064 (City) (State) (Zip)

Customer Account Number: 192939-65378

Address of Property for which Abatement is Requested:
433-435 Hanover Street

Manchester (Street) NH (Init) 03104

(City) (State) (Zip)

Billing Period: 8/4/2020 - 11/2/2020

Amount of Abatement Request: \$1,209.35

Reason for Abatement Request: Hot water tank was leaking and caused the invoiced amount to be almost double what was paid the quarter before. The hot water tank that was leaking has been replaced. See attached invoice.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete. The hot water tank was leaking. It was in the basement and it was a dirt floor.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Donald Hook
(Signature)

dotloop verified
01/07/21 1:55 PM EST
JAUJ-7QXE-ABJ8-BGYD

01/07/2021
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/1/2021

Customer Name: Burke

Account #: 123655-57024

Property Address: 27 Tiffany Ln

Reason for
Request: Toilet leak

Service Dates: 8/4/20-11/02/20

Bill Date: 12/9/2020

Consumption: 115 ccf

% Increase
from Average: 426%

Average
Consumption: 27 ccf

Based on: 5 year average

Difference: 88 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approve Jm

Abatement Total: 88 ccf at \$ 3.61 \$ 317.68

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Rec'd email
1-11-21
Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: James C Burke

Address: 27 Tiffany Lane
Manchester (Street) NH (City) 03104 (Unit) (Zip)

Phone Number: 603-540-0356 (State) (Zip)

Customer Account Number: 123655-57024

Address of Property for which Abatement is Requested:
27 Tiffany Lane
Manchester (Street) NH (City) 03104 (Unit) (Zip)

Billing Period: 8/1/20 - 11/1/20

Amount of Abatement Request: \$400 -

Reason for Abatement Request: Slow leak (undetected) in Master
BATHROOM TOILET, Air Heard; no outward sign
of leak in toilet (ie: sporadic bubbling); continuous fill
*Internal Fixtures Replaced 12/30/2020

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

James C Burke
(Signature)

1/11/21
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/8/2021

Customer Name: Bessett-Godbout

Account #: 164027-49334

Property Address: 1 Tanglewood Ct

Reason for
Request: toilet leak

Service Dates: 4/2/20-7/02/20-10/02/20

Bill Date: 8/19/20 & 11/18/20

Consumption: 125 ccf

% Increase
from Average: 403%

Average
Consumption: 31 ccf

Based on: 5 year average

Difference: 94 ccf

Other Comments: August bill past 90 days based on Nov bill Only.

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approve Jm

Abatement Total: 94 ccf at \$ 3.61 \$ 339.34

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Krystal Bessette - Godbout

Address: 20 Miner Rd

Auburn (City) NH (State) 03032 (Unit)

Phone Number: 603-307-0569 (Zip)

Customer Account Number: 164027-49334

Address of Property for which Abatement is Requested:

1 Tanglewood Ct

Manchester (City) NH (State) 03102-4655 (Unit)

Billing Period: 4-2-20 7-2-20

Amount of Abatement Request: 223.82

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

K. Bessette
(Signature)

1/6/21
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/8/2021

Customer Name: Wood

Account #: 150905-3066

Property Address: 421 Merrimack St

Reason for
Request: toilet leak

Service Dates: 9/21/20-12/21/20

Bill Date: 2/7/2021

Consumption: 116 ccf

% Increase
from Average: 504%

Average
Consumption: 23 ccf

Based on: 5 year average

Difference: 93 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Fgm

Abatement Total: 93 ccf at \$ 3.61 \$ 335.73

Highway
Recommendation: Approved

Date: 4-12-21

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Donna Wood

Address: 518 Brown Rd
(Street) NH (State) 03034 (Unit)
Candia (City) (Zip)

Phone Number: _____

Customer Account Number: 150905 3066

Address of Property for which Abatement is Requested:
421 Merrimack St. #1
(Street) (Unit)
Manchester (City) NH (State) 03103 (Zip)

Billing Period: 9-21-20 to 12-21-20

Amount of Abatement Request: \$324.90

Reason for Abatement Request: Running Toilet - Have replaced inner workings to abate the problem.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Donna Wood
(Signature)

1-5-21
(Date)

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Vazquez
Armand Forest
Kathleen Sullivan

CITY OF MANCHESTER
Department of Public Works

April 9, 2021

CIP Committee
Chairman Kevin Cavanaugh
One City Hall Plaza
Manchester, NH 03101

Honorable Committee Members:

In 2020 the Board authorized a CIP project, 713320, in the amount of \$115,000. The intent of this project was to add an additional scale to the Dunbarton Road Dropoff facility.

The purpose of this was to reduce customer wait times. We have studied the issue extensively and feel that construction of an additional lane, bypassing the scale house altogether, would serve our purpose much better. This would be used by customers who do not require interaction with the scale or attendant.

In addition, there are substantial repairs necessary to the scale itself, that are now required.

We recommend redirecting the funding already allocated, to the purposes mentioned above, along with any ancillary facility improvements which may arise.

Thank you for your consideration. I will be available for questions regarding this matter.

Sincerely,

Chaz Newton
Solid Waste and Environmental Programs Manager

Cc: Sharon Wickens/Finance Director
Kevin A. Sheppard/DPW Director
Timothy Clougherty/DPW Deputy Director

CIP BUDGET AUTHORIZATION

CIP#: 713320 Project Year: 2020 CIP Resolution: 6/10/2019
Title: New Transfer Station Scale Amending Resolution: 5/18/2021
Administering Department: Public Works-Highway Revision: #1

Project Description: Installation of a bypass lane, scale rehabilitation, and other ancillary facility improvements at the transfer station.

Federal Grants

Federal Grant: No
Grant Executed:
Environmental Review Required: No
Completed:

Critical Events

1.	Project Initiation	7/1/2019
2.	Project Completion	6/30/2029
3.		
4.		
5.		
		6/30/2029

Line Item Budget

	BOND			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$70,000.00	\$0.00	\$0.00	\$70,000.00
Other	\$45,000.00	\$0.00	\$0.00	\$45,000.00
TOTAL	\$115,000.00	\$0.00	\$0.00	\$115,000.00

Revisions: #1-Revise description of the project.

Comments:

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Robert G. Ross, DDS
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Anna Thomas, MPH
Director, Manchester Health Department

Date: April 20, 2021

Re: Grant Extension – Health Center Coronavirus Aid, Relief, and Economic Security
(CARES) Act

HRSA is allowing an extension of the funding received in April 2020 in the amount of \$541,415 from HRSA through the Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act to assist with Coronavirus response in our community. This one-time funding provides support for the detection of coronavirus and/or the prevention, diagnosis, and treatment of coronavirus, including maintaining or increasing health center capacity and staffing levels during a coronavirus-related public health emergency as outlined in the CARES act. These are pass through funds as The Health Department serves as the fiscal agent for CMC to administer the Homeless Healthcare program as a federally qualified health center.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Thank you.

CIP BUDGET AUTHORIZATION

CIP#: 212520 Project Year: 2020 CIP Resolution: 6/10/2019
Title: Health Center Coronavirus Aid Relief & Economic Security Act Fundin Amending Resolution: 5/18/2021
Administering Department: Health Department Revision: #1

Project Description: This provides one-time funding to support the detection of coronavirus and/or the prevention, diagnosis, and treatment of coronavirus disease 2019, including maintaining or increasing health center capacity and staffing levels during a coronavirus-related public health emergency as outlined in the CARES act. The Health Department serves as the fiscal agent for CMC to administer the Homeless Healthcare program as a federally qualified health center.

Federal Grants

Federal Grant: Yes
Grant Executed:
Environmental Review Required: No
Completed:

Critical Events

1. Project Initiation	4/21/2020
2. Project Completion	03/31/2022
3.	
4.	
5.	
	3/31/2022

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$541,415.00	\$0.00	\$0.00	\$541,415.00
TOTAL	\$541,415.00	\$0.00	\$0.00	\$541,415.00

Revisions:

#1-Extend the completion date to 3/31/2022.

Comments:

FEDERAL-Funding provided by the US Department of Health and Human services.

Daniel A. Goonan
Chief of Department



Andre R. Parent
Assistant Chief

City of Manchester
Fire Department

DATE: April 15, 2021
TO: Alderman Kevin Cavanaugh
FROM: Chief Daniel Goonan
RE: CIP Extension Request

I am requesting permission to extend the stop date of the Motorola Upgrade Project (#411920) from 12/31/20 to 6/30/21. Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#:	411920	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	Motorola Software Upgrade			Amending Resolution:	3/3/2020
Administering Department:	Fire Department			Revision:	#1

Project Description: Upgrade operating system for City-Wide Emergency Radios.

Federal Grants

Federal Grant:	No	Environmental	Review Required:	No
Grant Executed:			Completed:	

Critical Events

1.	Program Initiation	3/3/2020
2.	Program Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	GENERAL FUND			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$201,617.00	\$0.00	\$0.00	\$201,617.00
TOTAL	\$201,617.00	\$0.00	\$0.00	\$201,617.00

Revisions:

Revision #1-Extend the completion date to 6/30/2021.

Comments:

Funding to come from General Fund Reserve Balance.


Daniel A. Goonan
Chief of Department



Andre R. Parent
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Assistant Chief Andre Parent 

DATE: April 28, 2021

RE: AFG SCBA Grant Application

I am requesting permission to apply for an AFG SCBA grant. This grant does require a match from the City. The total amount that we would be applying for through this grant is \$1,706,350.00. If awarded, AFG would cover \$1,551,227.27 and the City would be responsible for \$155,122.73. The amount that the City would need to match is subject to change due to variable match percentage rates which are based on population.

The awarding of this grant would provide the funds need for the replacement of Self-Contained Breathing Apparatus (SCBA) for the Manchester Fire Department and the Manchester-Boston Regional Airport Aircraft Rescue and Fire Fighting (ARFF). Replacing the SCBA for both departments with interoperable units will allow for seamless operations when the two are jointly deployed. Manchester Fire owns SCBA that was purchased back in 2009 and manufactured to be compliant with the 2007 edition of NFPA 1981, the Standard on Open Circuit Self-Contained Breathing Apparatus. The airport ARFF operates three different models of SCBA from the same manufacturer and acquired over a number of years. Issuing individual face pieces under current circumstances is cost prohibitive and adds complexity for the individual member who must work with different equipment as determined by the piece of apparatus from which they respond.

I appreciate your attention to this matter.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Vazquez
Armand Forest
Kathleen Sullivan

CITY OF MANCHESTER
Department of Public Works

April 20, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: S Commercial to Elm- Request to Apply for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant

Dear Alderman Cavanaugh:

As you are aware the City competed for a BUILD (Better Utilizing Investments to Leverage Development) Grant the last two years. Although unsuccessful, we recently completed a review of our 2020 application with the USDOT and were encouraged by the feedback. Our application was rated as a 'Recommended' project and was one of the 239 projects that made it to the Secretary of Transportation for review. Unfortunately, there was not enough funding for all entries at this level.

The BUILD grant has been rebranded as a RAISE Grant, Rebuilding American Infrastructure with Sustainability and Equity, and the Notice of Funding Opportunity (NOFO) for the 2021 grants was released last week. Applications are due on July 12, 2021.

We suggest the CIP Committee and Board of Mayor and Alderman vote to apply for the 2021 grant and to authorize the Department to engage Fuss and O'Neill to support preparation of the application under CIP 710121 (Road Construction: S Commercial to Elm).

Thanks for your consideration. We will be available for questions regarding this matter.

Sincerely,

Kristen Clarke, PE, PTOE
Traffic Engineer

cc/ Kevin Sheppard, Public Works Director
Tim Clougherty, Deputy Public Works Director

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Department of Public Works

April 12, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh, Chairman, CIP Committee

Subject: Early CIP Project Startups – Highway Projects

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the Board of Mayor and Alderman consider taking action to approve the following projects from the Mayor's proposed FY22 CIP Budget:

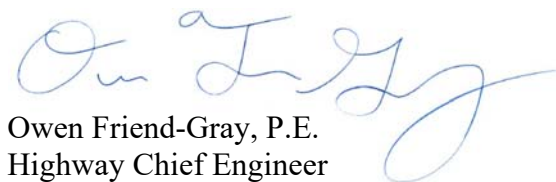
- 1) ADA Sidewalks - \$100,000
- 2) New Sidewalk Expansion - \$250,000
- 3) Sidewalk Rehabilitation Program - \$750,000
- 4) FY22 Roadway Improvements - \$1,700,000

The initiation of these projects will allow for the continuation of the road and sidewalk programs using existing contracts being extended this. These projects represent the funding source for almost half of the road work and the bulk of the sidewalk work planned this summer and fall.

Road construction in Manchester began a couple of weeks ago utilizing remaining FY21 funds, but we are unable to continue beyond June with construction contracts and scheduling contractors. The paving industry remains busy across southern New Hampshire, and a mid-season funding interruption will limit our ability to keep up with the annual need for road and sidewalk repair and resurfacing.

This action is needed to bridge the gap between the fiscal calendar and the construction season. A DPW representative will attend the May 3rd meeting to answer any questions.

Sincerely,



Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
E-mail: hiway@manchesternh.gov • Website: www.manchesternh.gov

CIP BUDGET AUTHORIZATION

CIP#: 710122

Project Year: 2022

CIP Resolution:

Title: FY22 Roadway Improvement

Amending Resolution:

Administering Department: DPW-Highway

Revision:

Project Description:

Reconstruct, repair, and resurface public streets that have degraded surface conditions. Work to include pavement, gravel base, drainage, or other repair necessary to improve surface conditions using Degradation Fees deposited into the Roadway Trust Fund.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/1/2021

6/30/2022

6/30/2022

Line Item Budget

RTF (Degradation)

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$1,700,000.00

\$0.00

\$0.00

\$1,700,000.00

TOTAL**\$1,700,000.00****\$0.00****\$0.00****\$1,700,000.00****Revisions:****Comments:** Source of Funds-Roadway Trust Fund (Degradation Fees)

CIP BUDGET AUTHORIZATION

CIP#: 710422

Project Year: 2022

CIP Resolution:

Title: ADA/School Sidewalk Improvement

Amending Resolution:

Administering Department: DPW-Highway

Revision:

Project Description:

Continuation of the sidewalk construction and/or reconstruction program to and from schools and along key routes in the City, based on input provided by CIP, Police, Schools, and the general public. Also, construct pedestrian ramps and other access improvements in identified areas of the City in order to address accessibility issues on City sidewalks and walkways. These locations will be determined on conjuncture with the recommendations from the Sidewalk Master Plan.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed: Completed: **Critical Events**

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

Line Item Budget

	CDBG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$100,000.00	\$0.00	\$0.00	\$100,000.00
TOTAL	\$100,000.00	\$0.00	\$0.00	\$100,000.00

Revisions:


Comments: Authorization of Entitlement funds is contingent upon HUD grant execution.

Daniel A. Goonan
Chief of Department



Andre R. Parent
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Cavanaugh, CIP Committee Chair
FROM: Chief Daniel A. Goonan 
DATE: April 20, 2021
RE: Mobile Command Vehicle Upgrades

I am requesting permission to accept grant funding in the amount of \$93,978.00 from the State of New Hampshire for the Mobile Command Vehicle Upgrades. These funds will enable us to make equipment upgrades to our regional command vehicle. This grant does not require a match from the City.

CIP BUDGET AUTHORIZATION

CIP#: 412021

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Mobile Command Vehicle Upgrades

Amending Resolution: 5/18/2021

Administering Department: Fire Dept

Revision:

Project Description: An award of \$93,978 from the State of NH to make equipment upgrades to the regional command vehicle.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	5/18/2021
2.	Project Completion	8/31/2022
3.		
4.		
5.		

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$93,978.00	\$0.00	\$0.00	\$93,978.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$93,978.00	\$0.00	\$0.00	\$93,978.00

Revisions:**Comments:** Funding Source: State of New Hampshire

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Ninety Three Thousand Nine Hundred Seventy Eight Dollars (\$93,978) for the FY 2021 CIP 412021 Mobile Command Vehicle Upgrades.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the State of New Hampshire to provide one-time funding to make equipment upgrades to the regional command vehicle;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 412021 Mobile Command Vehicle Upgrades - \$93,978 STATE

Resolved, that this Resolution shall take effect upon its passage

State of New Hampshire



ROBERT L. QUINN
COMMISSIONER OF SAFETY

RICHARD C. BAILEY, JR.
PERRY E. PLUMMER,
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889

Speech/Hearing Impaired

TDD Access Relay NH 1-800-735-2964

September 19, 2019

Chief Daniel Goonan
Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101

Re: 2019 Homeland Security Grant Program Award – Mobile Command Vehicle Upgrades

Dear Chief Goonan,

It is my pleasure to inform you that upon review of your 2019 Homeland Security Grant Application for Manchester Fire Department for upgrades to a regional mobile command unit, has been awarded \$93,978.00. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2019 Homeland Security Grant Program (HSGP) for the purchase of eligible equipment as described in your application. Please refer to the attached "Approved Items Checklist" when submitting reimbursement requests and identify the items you have purchased.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Unit within thirty (30) days of the date of this letter. Special conditions requirements must be responded to within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 60 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award. **Please make note of the new Special Condition requirement for the Nationwide Cybersecurity Review that must be completed prior to December 1, 2019.**

Additional information is also available at <https://www.nh.gov/safety/divisions/homeland/2019/index.html>. We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills, or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

A handwritten signature in black ink that reads "Pamela Urban-Morin".

Pamela Urban-Morin
Grants Administrator

cc: Lt. Robert Field

SPECIAL CONDITIONS – FFY 2019

SUBGRANTEE: Manchester Fire Dept

GRANT AWARD AMOUNT: \$93,978.00

GRANT TITLE: Command Unit Upgrades

GRANT AWARD DATE: 9/19/19

GRANT PROGRAM: LE

CFDA#: 97.067

DHS Grant Award Number: Grant Award: EMW-2019-SS-00053-S01

ALL SPECIAL CONDITIONS MUST BE RESPONDED TO ***WITHIN THIRTY (30) DAYS*** FROM THE AWARD DATE AND PRIOR TO DISBURSEMENT OF FUNDS UNLESS OTHERWISE SPECIFIED. **THESE GRANT FUNDS EXPIRE ON August 31, 2022.** Accordingly per DHS/FEMA- Office of Financial & Grants Management guide: page 21: The award period is the period of time when Federal funding is available for obligation by the recipient. The recipient may charge to the grant only allowable costs resulting from the obligations incurred during the funding period... Any funds not properly obligated by the recipient within the grant award period will lapse and revert back to DOS or DHS/FEMA...The obligation period is the same as the award period listed on the award document.

BY SIGNING THIS FORM YOU AGREE TO THE CONDITIONS OF THIS GRANT.

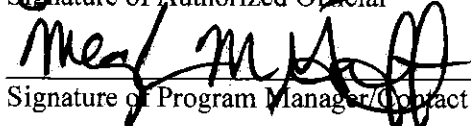
* * * * *

1. Please note the following special conditions for your grant award:

- a. Indicate which of the following is true regarding the project funded with these Homeland Security dollars by circling the correct selection (circle only one).
 - i. Sustaining or maintaining a capability acquired with federal homeland security funding;
 - ii. Sustaining or maintaining a capability acquired without federal homeland security funding; or
 - iii. Developing or acquiring a new core capability.
- b. Per 2019 Grant Guidance, please provide your DUNS number here: 160246856
- c. **All recipients are required to complete the 2019 Nationwide Cybersecurity Review (NCSR) prior to December 1, 2019.** The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for your organization should complete the NCSR. If there is not CIO, or CISO, the most senior cybersecurity professional should complete the NCSR. Registration is required at <https://www.cisecurity.org/ms-isac/services/ncsr/> and once credentials are received the NCSR must be completed at <https://gcr.archer.rsa.com> using Instance Number 20244. Please reference the user guide for more information on step-by-step instructions for logging in and completing the assessment. The user guide can be found at the following location: <https://www.cisecurity.org/wp-content/uploads/2019/08/NCSR-General-User-Guide.pdf> Please forward a certificate of completion for your organization to the GMU office when completed in order to clear this special condition. **See attachment for instructions
- d. No purchase of this equipment can be made until it is determined if an EHP review is required. If it is, no purchase can be made until an EHP approval is received. As stated in the AEL: "Certain products in this category have been identified as requiring an Environmental and Historic Preservation (EHP) review. EHP documents are located at the following website: <https://www.nh.gov/safety/divisions/homeland/2019/index.html> and must be completed and submitted electronically to Pamela.Urban-Morin@dos.nh.gov.
- e. Per 2 CFR 208 and Subpart D, the organization must submit its most recent audit to be subject to a risk assessment testing for fiscal practices and capabilities. This must be submitted within 15 days of the date of this award and may necessitate the addition of more special conditions to this award accordance with the results of the standard risk assessment review. This grant is not VALID until the risk assessment is completed successfully.
- f. Procurement procedures per 2 CFR 200 must be followed and documentation attached must be submitted to DOS-GMU prior to any purchase as outlined.

2. **Project Implementation:** The subrecipient agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. For projects subject to EHP/NEPA, NO work can begin until EHP/NEPA approvals are granted. DOS-GMU will advise sub-recipient of the approval once received. DOS-GMU reserves the right to verify project start date. All projects must be completed at least 30 days prior to end of the grant period as specified on the Grant Special Conditions page. No work may be completed or be eligible for reimbursement if it occurs after the grant period end date.
3. All sub-grantees must comply with the Grant Terms and Conditions included with this award.
4. All sub-grantees must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2019 Homeland Security Grant Program Guidelines. Additional information about achieving compliance is available through the training officers at the NH Department of Safety's Fire Academy and EMS Bureau and the Division of Homeland Security and Emergency Management.
5. All sub-grantees must comply and be familiar with Homeland Security Presidential Policy Directive-8, the National Preparedness System* (NPS) and the National Preparedness Goal (NPG). See: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>.
6. It is recommended that all grant recipients modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols. http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf
7. Recurring costs/fees are not allowable for funding under the 2019 Homeland Security Grant Program. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for 12 months during the year of equipment purchase only and cannot extend beyond the end date of the grant.


Signature of Authorized Official


Signature of Program Manager/Contact

1/27/21
Date

01/27/21
Date

2019 National Cybersecurity Review (NCSR) Instructions

As stated in the FY19 Homeland Security Grant Program (HSGP) Notice of Funding (NOFO), recipients and sub-recipients for the FY19 State Homeland Security Program (SHSP) awards are required to complete the 2019 Nationwide Cybersecurity Review (NCSR). More information regarding this new requirement can be found at <https://www.cisecurity.org/ms-isac/services/ncsr/>.

The Nationwide Cybersecurity Review (NCSR) is a no cost, anonymous, annual self- assessment that is designed to measure gaps and capabilities of state, local, tribal and territorial (SLTT) governments' cybersecurity programs. **The 2019 NCSR needs to be completed by December 1, 2019.**

The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient and subrecipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment.

Registration and Access

To register for the NCSR, please visit the following website: <https://www.cisecurity.org/ms-isac/services/ncsr/>. Once an organization has registered, the user will receive their credentials from noreply@archer.rsa.com.

To access the NCSR portal, please visit the following link: <https://grc.archer.rsa.com>. The user will then enter their credentials and use the provided Instance Number: **20244**. Please refer to the NCSR General User Guide at the following location <https://www.cisecurity.org/wp-content/uploads/2019/08/NCSR-General-User-Guide.pdf> for step-by-step instructions for logging in and completing the assessment.

Reporting Completion

When the 2019 NCSR is completed and submitted, the individual user will have the following report information displayed on the NCSR portal's home dashboard:

2019 NCSR Completion Certification

Organization	Questionnaire ID	Year	Progress	Progress Status	Org User	Postal Code
Test 2019	480336	2019	141 of 141 Completed		, test	12345

The individual user will have the ability to export the above information to a PDF. The PDF can be sent to the Grants Management Unit to verify they have completed the 2019 NCSR requirement.

Once the 2019 NCSR officially closes, the aggregated data is used in a Summary Report that is designed to measure the gaps and capabilities of SLTT governments' cybersecurity programs.

For additional questions or assistance, email NCSR@cisecurity.org.

Procurement Method Report \$0.00-\$10,000

Use this form for Procurements (purchases/orders) in the amount of \$0.00-\$10,000.

Subawardee shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the Subawardee is complying with the most stringent procurement procedures.)

Choose one procurement method: ☐ **Federal** ☐ **State** ☐ **Local**

Reminder: Procurements must be conducted applying the most stringent of applicable procurement requirements (whether federal, state or local). Jurisdictions must adhere to their local requirements for all procurements if they are more stringent than those listed below.

Subawardee: _____

Grant Award: _____

Procurement Method (per each Purchase/Order)

This may include multiple invoices for each purchase or order.

\$0.00 - \$10,000.00	
Provide (3) Vendor contacts with Bid Amounts given. Identify selected vendor by placing and "✓" in the box on the left side of the table adjacent to Vendor's Name.	
<input type="checkbox"/>	Vendors Name: Bid Amount:
<input type="checkbox"/>	Vendors Name: Bid Amount:
<input type="checkbox"/>	Vendors Name: Bid Amount:
Justification for Vendor Selection. Please attach any written supporting documents providing justification for vendor selection.	

System for Award Management (SAMS) report is required for selected vendor

SAMS Report is a Mandatory Subawardee Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

Certification

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

Subawardee Project Manager's Signature

Date

Printed Name and Title

Guidance for Procurement Method

(For reference purposes only)

\$0.00 - \$10,000.00

Subawardee Guidance:

Use reasonable and adequate procedures that ensure fairness to potential bidders and competition commensurate with the circumstances of the procurement considering price, mission requirements, and available competition.

Procurement Method:

Self-assurance and adequate (3) competition must be documented for jurisdiction's grant files and available upon request.

Select the low quote or most advantageous proposal.

Justification:

Must explain why vendor was chosen by completing Justification block must be filled out explain why vendor was chosen.

Award:

Award based on reasonable and adequate procedures.

Regulations: Code of Federal Regulations, State/Local Procurement Rules

2 C.F.R. § 200.320(a), Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (currently set at \$10,000). May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable. To the extent practicable, micro-purchases should be distributed equitably among qualified suppliers.

Grant Programs Directorate Information Bulletin No. 434 – Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds : Guidance

A. Increases to Micro-Purchase and Simplified Acquisition Thresholds, Effective June 20, 2018. OMB increased the micro-purchase threshold from \$3,500 to \$10,000 and increased the simplified acquisition threshold from \$150,000 to \$250,000. These increases apply to all recipient and subrecipient activities tied to one of these thresholds per the Uniform Guidance, such as procurements or budget approval requests, executed on or after June 20, 2018 for all open financial assistance awards.

B. Increase to Micro-Purchase Threshold and Waivers for Institutions of Higher Education or Related Nonprofit Entities, Effective December 23, 2016.

1. The micro-purchase threshold has been raised from \$3,500 to \$10,000, effective December 23, 2016, only for the following types of recipients or subrecipients: institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutions (institutions). This increase applies to institutions' activities tied to the micro-purchase threshold per the Uniform Guidance, such as procurements, executed on or after December 23, 2016 for all open financial assistance awards.

SAMS Report is a Mandatory Subrecipient Action

Subawardee Instruction:

Check the federally debarred/suspended vendors at System for Award Management at www.sam.gov prior to execution of any procurement or contract (regardless of amount).

Procurement Method Report \$10,000.01-\$250,000.00

Use this form for Procurements (purchases/orders) in the amount of \$10,000.01-\$250,000.00

Subawardees shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the Subawardee is complying with the most stringent procurement procedures.)

Choose one procurement method: ☐ Federal ☐ State ☒ Local

Reminder: Procurements must be conducted applying the most stringent of applicable procurement requirements (whether federal, state or local). Jurisdictions must adhere to their local requirements for all procurements if they are more stringent than those listed below.

Subawardee: City of Manchester Fire Department

Grant Award: Command Vehicle Upgrades \$93,978.00

Procurement Method (per each Purchase/Order)

This may include multiple invoices for each purchase or order.

\$10,000.01-\$250,000	
1.	Specifications:
2.	Award Criteria:
3.	Response Due Date:
4.	Provide (3) Vendor contacts with Bid Amounts given. (Must attach copies of written responses). Identify selected vendor by placing and "✓" in the box on the left side of the table adjacent to Vendor's Name.
<input type="checkbox"/>	Vendors Name: Bid Amount:
<input type="checkbox"/>	Vendors Name: Bid Amount:
<input type="checkbox"/>	Vendors Name: Bid Amount:
5.	Justification for Vendor Selection. Please attach all written supporting documents providing justification for vendor selection.

System for Award Management (SAMS) report is required for selected vendor

SAMS Report is a Mandatory Subawardee Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

Certification

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

Subawardee Project Manager's Signature

Date

Printed Name and Title

Guidance for Procurement Method

(For reference purposes only)

\$10,000.01 to \$250,000.00

Subawardees Guidance:

Procurement Method:

At least three firms or persons shall be contacted in writing for quotes or informal proposals. The solicitation and responses must be written. You must include the specifications (description of what is being purchased), award criteria (how the vendor will be chosen), and date and time responses are due. Postings in electronic media may satisfy the competitive solicitation requirement.

Justification:

Must explain why vendor was chosen by completing Justification block.

Award:

Must be within accordance of the specifications and award criteria in the solicitation to the responsive and responsible bidder providing the lowest quote or most advantageous quote or proposal.

Regulations: Code of Federal Regulations, State / Local Procurement Rules

2 C.F.R. § 200.320(b) : Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (currently at \$250,000). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number (3) of qualified sources. NOTE: Federal procurement law overrides local or state law if more restrictive.

Grant Programs Directorate Information Bulletin No. 434 – Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds : Guidance

A. Increases to Micro-Purchase and Simplified Acquisition Thresholds, Effective June 20, 2018. OMB increased the micro-purchase threshold from \$3,500 to \$10,000 and increased the simplified acquisition threshold from \$150,000 to \$250,000. These increases apply to all recipient and Subawardee activities tied to one of these thresholds per the Uniform Guidance, such as procurements or budget approval requests, executed on or after June 20, 2018 for all open financial assistance awards.

SAMS Report is a Mandatory Subawardee Action

Subawardee Instruction:

Check the federally debarred/suspended vendors at System for Award Management at www.sam.gov prior to execution of any procurement or contract (regardless of amount).

Article I - Summary Description of Award

The purpose of the FY 2019 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

Article III - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved.

Article IV - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article V - Assurances, Administrative Requirements, Cost Principles, Representation and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article VI - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should

submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/sites/default/files/publications/dhs-civil-rights-evaluation-tool.pdf>

Article VII - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article VIII - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article IX - Age Discrimination Act of 1975

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article X - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article XI - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XII - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R.

Part 7.

Article XIII - Civil Rights Act of 1968

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units- i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)- be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XIV - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XV - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVI - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).

Article XVII - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However,

these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XIX - Energy Policy and Conservation Act

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XX - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXI - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXII - Federal Leadership on Reducing Text Messaging while Driving Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXIII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXIV - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, codified as amended at 15 U.S.C. section 2225.

Article XXV - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS

Recipient Guidance:

<https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXVI - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVII - National Environmental Policy Act

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969*, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXVIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social

services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXIX - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXX - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXXI - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the *Bayh-Dole Act*, 35 U.S.C. section 200 *et seq.* Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXXII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXXIII - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXIV - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXV - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVI - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXVII - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XXXVIII - Trafficking Victims Protection Act of 2000

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000* (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

Article XXXIX - Universal Identifier and System for Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XL - USA Patriot Act of 2001

Recipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XLI - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLII - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLIII - Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the DHS/FEMA website at: <https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article XLIV - Operation Stonegarden Program Hold

The recipient is prohibited from drawing down OPSG funding under this award or reimbursing OPSG subrecipients of this award until each unique, specific, or modified county level, tribal, or equivalent Operations Order or Fragmentary Order (Frago) has been reviewed by FEMA/GPD and Customs and Border Protection/United States Border Patrol (CBP/USBP). The recipient will receive the official notification of approval from FEMA/GPD.

NH Department of Safety HSGP Special Grant Terms and Conditions 2019

NOTE: The grant terms and conditions must be submitted with the grant acceptance

1. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable 2 CFR 200 and the FFY 2019 U.S. Department of Homeland Security, Grant Program Guidance and Application Kit. The applicant assures that it will comply and all its sub-recipients and contractors will comply, with the applicable provisions of the U.S. Department of Homeland Security, FFY 2019 Homeland Security Grant Program Guidance and Application Kit, and all other applicable federal laws, orders, circulars or regulations.
2. **Freedom of Information Act (FOIA):** FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.
3. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
4. **Bidding Requirements:** The subrecipient must comply with proper competitive bidding procedures as 2 CFR 200.310-316 and 2 CFR 200.317-326. On any items, including those bids in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the DOS for review and approval; but adequate documentation must be maintained in the subrecipient's files. On any items, including those bids in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to DOS, if requested.
 - a. **Buy American Act** SEE ARTICLE II herein) : In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a) However, grants authorized under the Stafford Act, including EMPG program, must follow these standards. The Buy American Act requires that all materials

- purchased be produced in the United States, unless such materials are not available, or such purchases would not be in the public interest
5. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant.
6. **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
7. **Compliance Agreement:** The subrecipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.
8. **Conflict Of Interest:** Per 2 CFR 200 Recipients and subrecipients must disclose in writing to FEMA or its pass through entity, any potential conflict of interest in the Federal award's lifecycle. Personnel and other officials connected with this grant shall refer to the advice below but insure that a local policy is in place to comply generalized paraphrased policy sample herein and given below:
Advice: No official or employee of a state or unit of local government or of non-government grantees/subrecipients shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.
Appearance: In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subrecipients shall avoid any action which might result in, or create the appearance of the following:
- Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; and/or
 - Adversely affecting the confidence of the public in the integrity of the government or the program.
- Recipients and subrecipients must disclose, in a timely manner and in writing to FEMA or the pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.
9. **Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, **not to exceed the maximum of \$650.00 per day. Permission for costs that exceed \$650 per day in total will need to be granted by DOS who must seek approval for DHS/FEMA for an increased rate.**
10. **Continuation:** The applicant agrees that if the requested project is funded continuation is not guaranteed.
11. **Contract Requirements:** The applicant agrees that no contract or agreement may be entered into by the subrecipient for execution of project activities or provision for services to a sub grant project (other than the purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved application. Any such arrangements will provide that the subrecipient will retain ultimate control and responsibility for the project and that the contractor will be bound by these conditions as well as the subrecipient.
12. **Construction Projects:** HSGP Program is effectively considered a non-construction program. However, subrecipients using funds for ancillary construction projects/work must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 et seq.). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determination, is available from the following website: <http://www.wdol.gov>.
13. **Data Collection:** The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.
14. **Deobligation of Grant Funds:** All grants must be deobligated at the end of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by DOS.

15. **Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subrecipient agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the subrecipient agrees to the following:
- Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition and
 - Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.
- The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.
16. **Equipment:** The subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and the NH Department of Safety - Grants Management Unit." Additionally, when practicable, any equipment purchased with funding under this agreement shall bear on it the logos of the NH Department of Safety - Grants Management Unit and U.S. Department of Homeland Security.
17. **Financial Responsibility:** The financial responsibility of subrecipients must be such that the subrecipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:
- Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
 - Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - The accounting system should provide accurate and current financial reporting information; and,
 - The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.
18. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the subrecipient with respect to sub grant funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to DOS quarterly and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from DOS.
19. **Interoperable Equipment:** Grantee is responsible for all license requirements resulting from a potential grant. Equipment must meet DHS/FEMA recommended P-25 compatible standards
20. **Legal Action:** The subrecipient agrees that should the NH Department of Safety - Grants Management Unit determine that it needs to take legal action against the subrecipient for actions arising out of the grant, the subrecipient will waive jurisdiction and have the case heard in either state or federal court in Concord, New Hampshire.
21. **Obligation of Grant Funds:** Grant funds may not be obligated prior to the effective date of the approved grant application and without advance written approval by DOS. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 30 calendar days before the end of the grant period.
22. **Performance:** This grant may be terminated or fund payments discontinued by DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by DOS. In the event the subrecipient fails to perform the services described herein and has previously received financial assistance from DOS, the subrecipient shall reimburse DOS the full amount of the payments made. However, if the services described herein are partially performed, and the subrecipient has previously received financial assistance, the subrecipient shall proportionally reimburse DOS for payments made.
23. **Property Control:** Effective control and accountability must be maintained for all personal property. Subrecipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subrecipients should exercise caution in the use, maintenance, protection and preservation of such property. Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CFR 200.310-200.316): Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- 2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the grantee or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Disposition. Must be reported to Grants Management and completed in accordance with 2 CFR 200. In cases where a grantee or subrecipient fails to take appropriate disposition actions, the awarding agency may direct the grantee or subrecipient to take excess and disposition actions.

Federal equipment. In the event a grantee or subrecipient is provided federally-owned equipment:

- (1) Title will remain vested in the Federal Government.
- (2) Grantees or subrecipients will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
- (3) When the equipment is no longer needed, the grantee or subrecipient will request disposition instructions from the Federal agency.

Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
- (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200.
- (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.
- (2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200.
- (3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

24. **Records:** The applicant will give the grantor agency or the DHS or the Office of the Inspector General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.
25. **Recording and Documentation of Receipts and Expenditures:** Subrecipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
26. **Reports:** The subrecipient shall submit, at such times and in such form as may be prescribed, such reports as DOS may reasonably require, including financial reports, progress reports, final financial reports and evaluation reports.
27. **Final and fiscal close-out Report.** The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.
28. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years

after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved. Re: Property records see as previously noted in this section: Subrecipients agree to follow the terms of 2 CFR 200.317 – 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CFR 200.310-200.316):

29. **Suspension or Termination of Funding:** DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subrecipient for any of the following reasons:
 - Failure to comply substantially with requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law;
 - Failure to adhere to the requirements, standard conditions or special conditions;
 - Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding;
 - Failure to submit reports;
 - Filing a false certification in this application or other report or document;
 - Other good cause shown.
30. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subrecipient's approved project plan and budget. Items must be in the subrecipient's approved grant budget in order to be eligible for reimbursement.
31. **Utilization of Minority Businesses:** Subrecipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
32. **Written Approval of Changes:** Any mutually agreed upon changes to this sub grant must be approved, in writing, by DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

Reporting Requirement: Typing of Equipment and Training:

Ongoing HSGP Guidance, FOA, and NOFAs require that all where applicable grantees report equipment purchases and the typed capability the equipment supports (where such typing guidance exists); the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 63 responders were trained in structural collapse to support 23 Type 2 USAR Teams); and the total number of a defined type of resource and capabilities built utilizing the resources of this grant. Grantees will specify the number of resources, capability supported, whether it is a NIMS or State/local typed resource, the cost, and whether the resource sustains current capabilities or adds new capabilities. The resources should be reported only after equipment is delivered or after training has occurred and the corresponding grant funds have been expended. GMU will advise further on format for reporting upon grant award.

As a condition of the receipt of these funds:

Funding may be suspended or terminated for filing a false certification in this application or other reports or document as part of this program.

Tracking of Equipment:

Upkeep, maintenance, and training of and for equipment procured as part of the Homeland Security grant program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent.

Equipment valued over \$5,000:

To comply with OMB 2 CFR 200 equipment valued at this level must inventoried and tracked locally and be reported to the State Department of Safety (DOS) – Grants Management Unit for 2 years or until the item carries a depreciated value of less than \$250. The disposition of the equipment must be reported. DOS recommends consulting with local auditor's compliance and disposition rules governing equipment procured with Federal funds.

Certification by Official Authorized to Sign


I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds. CERTIFICATION: I CERTIFY THAT I AM DULY AUTHORIZED UNDER THE STATUTES OF THE STATE OF NH TO APPLY FOR, AUTHORIZE, OR ACCEPT THE HOMELAND SECURITY GRANT FUNDS / EQUIPMENT HEREIN. ***THE AUTHORIZING OFFICIAL MUST BE STATUTORILY ALLOWED TO SIGN A CONTRACT FOR THE MUNICIPALITY (i.e. Mayor, City Manager, Town Manager, Chairperson BOS, etc.) PER RSA 31:95b or RSA 37:6

Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal Homeland Security grant funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. DHS/FEMA I.B. 379 allows as well as FP-205-402-125-1 which apply to maintenance and sustainment of grant or in some cases non- grant acquired capabilities with specific definitions. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of" existing local funding for equipment or programs. The funds are intended to provide local entities with **increased or in 2019 sustained capabilities** or to build capacity to address CBRNE/WMD terrorist incidents.

National Incident Management System (NIMS) Implementation Prior to allocation of any Federal preparedness awards in FY 2019, recipients must ensure and maintain adoption and implementation of NIMS. FEMA describes the specific activities involved in NIMS implementation in the NIMS Implementation Objectives (<https://www.fema.gov/implementation-guidance-and-reporting>). Incident management activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies). Utilization of the standardized resource management concepts such as typing, credentialing and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on DHS/FEMA's website under <http://www.fema.gov/resource-management-mutual-aid>.


CERTIFICATION BY PROGRAM MANAGER/CONTACT*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Program Manager/Contact as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Meghan Geoffron Title: Emergency Management Coord.
Agency: Manchester Fire Department Mailing Address: 100 Merrimack St.
Phone Number: (603) 851-1405 Manchester, NH 03101
Fax Number: (603) 669-7707 E-Mail Address: MGeoffron@manchesternh.gov
Signature: 

CERTIFICATION BY FINANCIAL OFFICER*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Financial Officer as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Melissa Paulhamus Title: Administrative Services Manager
Agency: Manchester Fire Department Mailing Address: 100 Merrimack St.
Phone Number: (603) 669-2256 Manchester, NH 03101
Fax Number: (603) 669-7707 E-Mail Address: MPaulhamus@manchesternh.gov
Signature: 

CERTIFICATION BY AUTHORIZED OFFICIAL*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Authorized Official as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Joyce Craig Title: Mayor
Agency: City of Manchester Mailing Address: 1 City Hall Plaza
Phone Number: (603) 624-6455 Manchester, NH 03101
Fax Number: (603) 624-6481 E-Mail Address: JCraig@manchesternh.gov
Signature: Joyce Craig
Authorized Official (Per NH RSA 31:95b or RSA 37:6)

***NOTE:** THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON.

Instructions for Completing Sub-Recipient Information Reporting Form

Agency/Institution Name & Address

- Please give the name and address for the agency or institution receiving the federal funding
- Do not give a name and address of an individual's name working at the agency or institution

Sub-Recipient DUNS Number

- The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.
- If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge: <http://fedgov.dnb.com/webform>
- For more information on DUNS numbers, please visit the federal government's grant administration website: http://www.grants.gov/applicants/org_step1.jsp

Sub-Recipient MPIN/CCR Number (not required)

- The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment process.

Sub-Recipient Annual Gross Revenues Exceed 80 Percent or more in Federal Awards

- Please check "yes" if, in the preceding fiscal year, your agency or institution received 80 percent or more of its annual gross revenues in federal awards.
- Please check "no" if, in the preceding fiscal year, your agency or institution did not receive 80 percent or more of its annual gross revenues in federal awards.

Sub-Recipient Annual Gross Revenues Equal or Exceed \$25,000,000. in Federal Awards

- Please check "yes" if, in the preceding fiscal year, your agency's or institution's annual gross revenues equaled or exceeded \$25,000,000 in federal funds.
- Please check "no" if, in the preceding fiscal year, your agency's or institution's annual gross revenues did not equal or exceed \$25,000,000 in federal awards.

Sub-Recipient Highly Compensated Officers

- If you checked "no" in the two boxes above, then this information is not required.
- If you checked "yes" in the two boxes above, and if the public does not have access to this information through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. Section 78m(a), 780(d)), or Section 6104 of the Internal Revenue Code of 1986, then please list the names and compensation amounts of the five (5) most highly compensated employees within your agency or institution.

Comments

- This is not a required field. Please feel free to add any comments you feel are necessary to fully explain your answers in the above fields.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Manchester	01/27/21

Standard Form 424B (Rev. 7-97) Back

**ACCEPTANCE OF AUDIT REQUIREMENTS
FFY 2019 Homeland Security Grant Program**

We agree to have an audit conducted in compliance with OMB Uniform Guidance 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If a State Agency: Non-Federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through sub awards) in the organizational fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of if applicable to your State Agency in accordance with 2 CFR 200 F and the State CAFR. If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

NH Department of Safety
Office of the Commissioner
Grants Management Unit
33 Hazen Drive
Concord, NH 03305

The following is information on the next organization-wide audit that will include this agency:

1. *Audit Period
(Organization's fiscal or calendar year to be audited)

Beginning: July 1, 2020 Ending: June 30, 2021
date date

2. Audit will be submitted to NH DOS Grants Management Unit by:
(Date must be no later than the ninth month after the end of the audit period)

Date: March 31, 2022

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Uniform Guidance 2 CFR 200.

NH DOS Grants Management Unit will furnish any information regarding the OMB Uniform Guidance 2 CFR 200 audit requirements, upon request.

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR GRANT AWARD BEING
DELAYED AND/OR CANCELLED.**

Signatures: Dated 01/27/21

Meghan Gannon
Program Director

Melissa Paulhanus
Financial Officer

Joyce Craig
Authorized Official
(per RSA 31:95b or RSA 37:6)

Meghan Gannon
Print Name

Melissa Paulhanus
Print Name

Joyce Craig
Print Name

2020 NCSR Progress


Organization	Questionnaire ID	Year	Progress	Progress Status	(NCSR) Demo 3: Cybersecurity Governance
New Hampshire - City of Manchester	683591	2020	142 of 142 Completed	<div><div></div><div>100%</div></div>	Your organization only

Daniel A. Goonan
Chief of Department



Andre R. Parent
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Cavanaugh, CIP Committee Chair
FROM: Chief Daniel A. Goonan 
DATE: April 20, 2021
RE: 2021 ALERRT Conference

I am requesting permission to accept grant funding in the amount of \$2,350.00 from the State of New Hampshire to send our Emergency Management Coordinator to the 2021 ALERRT Conference in Nashville, TN this coming October. This grant does not require the City to match funds.

CIP BUDGET AUTHORIZATION

CIP#: 412121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: ALERRT 2021 Conference

Amending Resolution: 5/18/2021

Administering Department: Fire Dept

Revision:

Project Description:

An award of \$2,350 from the State of NH to send our Emergency Management Coordinator to the 2021 ALERRT Conference in Nashville in October 2021.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

3/31/2021

12/31/2021

12/31/2021

Line Item Budget

STATE

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$2,350.00

\$0.00

\$0.00

\$2,350.00

TOTAL**\$2,350.00****\$0.00****\$0.00****\$2,350.00****Revisions:****Comments:** Funding Source: State of New Hampshire

Planning Department/Startup Form - 07/1/20

\$2,350.00

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Three Hundred Fifty Dollars (\$2,350) for the FY 2021 CIP 412121 ALERRT 2021 Conference.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the State of New Hampshire to provide one-time funding to send the Emergency Management Coordinator to the 2021 ALERRT Conference;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 412121 ALERRT 2021 Conference - \$2,350 STATE

Resolved, that this Resolution shall take effect upon its passage

Section I: Applicant Information

Applicant Name & Address

City of Manchester Fire Department, Office of Emergency Management
100 Merrimack Street
Manchester, New Hampshire 03101
United States
[Map It](#)

Is this application on behalf of an NHTOA recognize Special Operations and Tactics Team (SWAT)

No

Primary Point of Contact

Primary Point of Contact

Meghan Geoffrion Emergency Management Coordinator

Primary Point of Contact's Phone

(603) 851-1405

Primary Point of Contact's Email

mgeoffrion@manchesternh.gov

Fiscal Agent

Finance Point of Contact's Name

Melissa Paulhamus Administrative Services Manager

Finance Point of Contact's Phone

(603) 669-2256

Finance Point of Contact's Email

mpaulhamus@manchesternh.gov

Authorizing Official

Authorizing Official's Name

Daniel Goonan Chief

Authorizing Official's Phone

(603) 669-2256

Authorizing Official's Email

dgoonan@manchesternh.gov

Authorization:



I certify that I am duly authorized under [RSA 31:95b](#) and/or [RSA 37:6](#) to apply for, authorize, or accept the Homeland Security Grant Funds herein.

Section II: Overview

Is this application for an exercise or training event

Training

Summary of the Event

Attendance for the 2021 ALERRT Conference.

Intended Date of the Event

10/29/2021

Where are you looking to host this event?

N/A
New Hampshire
United States
[Map It](#)

Section III: Background Information

Background Information

The City of Manchester is the largest municipality in northern New England, consisting of a diverse population of 120,000 people. The city is home to numerous critical infrastructure and soft targets as defined under federal guidelines and has experienced several high profile events in the recent past. The city has the largest police and fire departments, and one of only two full time civilian municipal emergency managers in the state, of which has extensive knowledge and experience with the ALERRT program and is a certified instructor for CRASE and AAIR.

Section IV: Strategy & Purpose

Mission Area(s):

- Prevention
- Protection
- Mitigation
- Response
- Recovery

Core Capabilities:

- Access Control & Identity Verification
- Community Resilience
- Environmental Response/Health & Safety
- Fatality Management Services
- Fire Management & Suppression
- Health & Social Services
- Intelligence & Information Sharing
- Interdiction & Disruption
- Mass Care Services
- On-Scene Security, Protection & Law Enforcement
- Operational Communications
- Operational Coordination
- Physical Protective Measures
- Planning
- Public Health, Healthcare & EMS
- Public Information & Warning
- Situational Assessment

- Threats & Hazards Identification

How does this event address the concept of Whole Community?

The 2021 ALERRT Conference is a multi-disciplinary approach to active threat management including law enforcement, fire, EMS, emergency management, medical field, public information and others. Additionally, this conference addresses the global impacts of active threat events in not only school settings, but workplace, outdoor, and other locations. It incorporates everything from planning, to mitigation, to response and recovery.

Is this training being conducted to address a previously identified gap that has been formally captured in an After Action Report/Improvement Plan, a Vulnerability Assessment, or Threat and Hazard Identification and Risk Assessment, or other formal study?

No

How was this need/capability gap identified?

The instances of active threat events continues to rise across the country, and poses an increasing risk for soft targets, of which Manchester has numerous sites and events.

Is this event being conducted to assist with accreditation standard(s)?

No

Does this event include equipment purchased with federal funding?

No

Please describe how you intend to sustain the capabilities learned or enhanced through this event:

On going training both internal to departments and joint training sessions. Additionally, education for the public is a high priority.

Section V: Funding

We are requesting funding for the following items:

- Meal(s)
- Travel Expenses (NHTOA only)
- Lodging (NHTOA and ALERRT instructors only)
- Registration Fees (Training & NHTOA only)

Please upload any Quotes and Procurement Method Reports for venues.

- [ALERRT-Conference-Reg2.jpg](#)

Please upload any Quotes for meals.

- [GSA-Meals-Nashville.jpg](#)

Please upload any quotes for travel related costs.

- [ALERRT-Flights1.jpg](#)

Please upload any quotes for lodging costs.

- [GSA-Hotel-Nashville.jpg](#)

Please upload any quotes for registration fees.

- [ALERT-Conference-Reg3.jpg](#)

Please describe the risks, in terms of core capabilities, mission area and whole community, if this project is not funded.

Please note meals, hotel and flights have all been rounded up to account for any changes in GSA rates as they do not currently extend to FY 2022 and flights may increase before a decision about the grant award is made.

The City of Manchester has always been a proactive partner to the State in providing active threat training to any community needing instructors. In order to provide instructors that are up to date on not only the curriculum but also the best practices as defined by research and practical application, we are respectfully requesting consideration for this application. While this has long been a law enforcement led efforts, best practices show a multidisciplinary approach to be the most effective, and as such the Police and Fire Department will be co-teaching community classes such as CRASE and CRCC.

Section VI: Audit Requirements

Audit Upload:

I understand and agree.

Acceptance of Audit Requirements



I understand and agree.

We agree to have an audit conducted in compliance with OMB Uniform Guidance 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000).

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Uniform Guidance 2 CFR 200.

New Hampshire Department of Safety, Grants Management Unit will furnish any information regarding OMB Uniform Guidance 2 CFR 200 audit requirements, upon request.

If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

NH Department of Safety

Office of the Commissioner

Grants Management Unit

33 Hazen Drive

Concord, NH 03305

1. Audit Period Beginning Date:

07/01/2021

Audit Period Ending Date:

06/30/2022

2. Audit will be submitted to NH DOS Grants Management Unit by:

03/30/2023

Section VII: Terms & Conditions

DHS Standard Terms and Conditions

✓ I have read, understand and will apply with the applicable Fiscal Year DHS Standard Terms and Conditions. Please review the [DHS Standard Terms and Conditions](#)

New Hampshire Department of Safety Terms and Conditions

✓ I have read, understand and will comply with the New Hampshire Department of Safety Terms and Conditions. Please review the [New Hampshire Department of Safety Terms and Conditions](#).

Section VIII: Signature & Certifications

Memorandum of Acknowledgement:

✓ I understand and agree.
Memorandum of Acknowledgement between the State of New Hampshire and the local town/city regarding State use of Homeland Security Grant Funding on behalf of the local town/city.

The purpose of this Agreement is to set forth terms by which the State of New Hampshire shall expend Homeland Security Grant Funding on behalf of local towns and cities. The United States Department of Homeland Security (DHS). issued grant numbers EMW-2017-SS-00023 and/or EMW-2018-SS-00055 and/or EMW-2019-SS-00053 and/or EMW-2020-SS-00055 to New Hampshire.

Under this grant, the State of New Hampshire must allocate a minimum of 80% of grant funding to local towns and cities. The undersigned acknowledges that the State of New Hampshire Department of Safety has held a portion of the Local allocation (80% funds) from the Federal Fiscal Year grant years 2017 and beyond to facilitate a more robust Training and Exercise program in accordance with DHS grant objectives on behalf of local entities. 80% funds will be used strictly on eligible costs for Local agency first responders participating in this specific HSEEP compliant exercises and/or training.

Under this grant, the State of New Hampshire will provide support for the purpose of participant with locals in this DHS/Department of Safety approved exercise and/or training. This exercise is coordinated by the Department of Safety, Division of Homeland Security & Emergency Management, Training & Exercise Unit.

I certify that the statements in this application are true and correct to the best of my knowledge. Should my jurisdiction be chosen to receive this grant, I acknowledge that I will comply with conditions of the grant. By signing below I acknowledge 80% local funds are being used for Local Agency participation.

Non-Supplanting Certification:

✓ I understand and agree.
This certification, which is a required component of the New Hampshire Division of Homeland Security & Emergency Management's Training & Exercise Grant Application, affirms that federal Homeland Security grant funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) funds that have been locally appropriated for the same purpose.

Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. [DHS/FEMA I.B. 379](#) allows as well as [FP-205-402-125-1](#) which apply to maintenance and sustainment of grant or in some cases non-grant acquired capabilities with specific definitions. Applicants

and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of" existing local funding for equipment or programs.

The funds are intended to provide local entities with **increased or sustained capabilities** or to build capacity to address CBRNE/WMD terrorist incidents.

NIMS Compliance

✓ I have read and understand.

Prior to allocation of any Federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. FEMA describes the specific activities involved in NIMS implementation in the [NIMS Implementation Objectives](#). Incident management activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies). Utilization of the standardized resource management concepts such as typing, credentialing and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications can be found on [FEMA's Resource Management & Mutual Aid](#) site.

NIMS Implementation

✓ I have submitted a NIMS Implementation Survey on behalf of the applicant.

A [NIMS Implementation Survey](#) is required as part of this grant application.

Consent

✓ I certify that I am duly authorized under the statutes of the State of New Hampshire (RSA 31:95b or RSA 37:6) to apply for, authorize, or accept the Homeland Security Grant Funds herein.
By checking the box below, I certify that:

I understand and agree to comply with the general and fiscal provisions of this grant application including terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Statement of Acknowledgement

Meghan Geoffrion Emergency Management Coordinator

Statement of Acknowledgement Date:

03/30/2021

Order

Product	Qty	Unit Price	Price
Total request for all Meal(s) costs:	1	\$300.00	\$300.00
Total request for all Travel related costs (excludes lodging):	1	\$350.00	\$350.00
Total request for all Lodging costs:	1	\$1,200.00	\$1,200.00

Total request for all Registration Fees:	1	\$500.00	\$500.00
		Total:	\$2,350.00

Theodore S. Kitchens, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-7450
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

To: Alderman Kevin Cavanaugh, Chairman, CIP Committee

From: Ted Kitchens, AAE *TK*
Airport Director *CB*

Date: April 20, 2021

RE: Additional funding – Terminal and Building Improvements

The Airport has received additional funding in the amount of \$2,509,207 from the Federal Aviation Administration – Airport Improvement Program to support terminal improvements; including the replacement of elevators and escalators and a fire alarm system upgrade. However; due to project timing and the 100% federal grant funding provided by various COVID relief packages, the airport is seeking an amending resolution for CIP 710521 in the amount of \$1,600,000.

As such, we have requested that Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

We thank the Committee for their consideration.

CIP BUDGET AUTHORIZATION

CIP#: 710521

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Terminal and Building Improvements

Amending Resolution: 5/18/2021

Administering Department: Airport

Revision: #1

Project Description:

This Program consists of terminal, building and IT facility improvements at the Airport. These projects will help maintain the Airport terminal and other building structures to facilitate a continued safe and efficient operation at the Airport. Projects will be undertaken as funds become available.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	ENTERPRISE	FEDERAL		TOTAL
Salaries and Wages	\$3,821.00	\$0.00	\$0.00	\$3,821.00
Fringes	\$1,176.00	\$0.00	\$0.00	\$1,176.00
Design/Engineering	\$103,601.00	\$0.00	\$0.00	\$103,601.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$62,161.00	\$0.00	\$0.00	\$62,161.00
Construction Admin	\$88,171.00	\$300,000.00	\$0.00	\$388,171.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$1,035,720.00	\$1,300,000.00	\$0.00	\$2,335,720.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,294,650.00	\$1,600,000.00	\$0.00	\$2,894,650.00

Revisions:

Revision #1-increase budget \$1,600,000 FEDERAL (from \$0 to \$1,600,000)

Comments:

Source of Funds: Federal Aviation Administration

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000) for the FY 2021 CIP 710521 Terminal and Building Improvements.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate FEDERAL funding from the Federal Aviation Administration to provide funding to support terminal improvements;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 710521 Terminal and Building Improvements - \$1,600,000 FEDERAL

Resolved, that this Resolution shall take effect upon its passage

Kevin A. Sheppard, P.E.
Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Vazquez
Armand Forest
Kathleen Sullivan

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

March 30, 2021

Alderman Kevin Cavanaugh
Committee on Community Improvement
Planning & Community Development
One City Hall Plaza
Manchester, NH 03101

Re: Household Hazardous Waste Collection - Fall 2021 and Spring 2022

Dear Alderman Cavanaugh,

The Department of Public Works is proposing to conduct two Household Hazardous Waste Collection Events: one on October 9, 2021 and the other on May 14, 2022.

The City is eligible for up to \$19,242 in hazardous waste clean-up funding from the State of New Hampshire, Department of Environmental Services and Waste Management Division for Household Hazardous Waste.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of these events and request authorization to accept the aforementioned funds and execute any documents necessary to enter into a contract with the NH Department of Environmental Services for this purpose.

We are also requesting that it be reported out at BMA on the following night.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Sincerely,

Chaz Newton
Solid Waste and Environmental Programs Manager

CIP BUDGET AUTHORIZATION

CIP#: 714021

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Household Hazardous Waste Collection-Fall 2021 and Spring 2022

Amending Resolution: 5/18/2021

Administering Department: Public Works-Highway

Revision:

Project Description:

The Department of Public Works is proposing to conduct two Household Hazardous Waste Collection Events: on on October 9, 2021 and the other on May 14, 2022.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project completion
- 3.
- 4.
- 5.

5/18/2021

6/30/2022

6/30/2022

Line Item Budget

STATE

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$19,242.00

\$0.00

\$0.00

\$19,242.00

TOTAL**\$19,242.00****\$0.00****\$0.00****\$19,242.00****Revisions:****Comments:**

Funding Source: State of NH, Department of Environmental Services and Waste Management Division for Household Hazardous Waste.

Planning Department/Startup Form - 07/1/20

\$19,242.00

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2021 Community Improvement Program, authorizing and appropriating funds in the amount of Nineteen Thousand Two Hundred Forty Two Dollars (\$19,242) for the FY 2021 CIP 714021 Household Hazardous Waste Collection Fall 2021 and Spring 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate NH Department of Environmental Services funding for the implementation of Household Hazardous Waste Collection events;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 714021 Household Hazardous Waste Collection Fall 2021 and Spring 2022-\$19,242 STATE

Resolved, that this Resolution shall take effect upon its passage



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: April 12, 2021

Re: Regional Economic Development Center Grant Writing Services for Submission of Economic Development Administration Application

The REDC will work with the City of Manchester Planning and Community Development Department and Southern, NH Planning commission to complete an application for the Economic Development Administration (EDA)'s Public Works and Economic Adjustment Assistance (EAA) programs, in support of ARMI's Vertiport.

The City of Manchester will receive \$15,000 of funding from DEKA for the total cost of grant writing services completed by the REDC. REDC will provide the following services:

1. Review the EDA grant application package requirements with the City and its team.
2. Coordinate with the City and its team to establish writing assignments and responsibilities.
3. Work with the City to establish a timeline for the writing process.
4. Be a liaison between the City and the EDA's NH Economic Development Representative (EDR).
5. Use the information provided by the City and its team to complete a draft application.
6. Review the draft application with the City and its team.
7. Provide the draft application package to and review the draft application with the EDR.
8. Incorporate recommendations provided by the EDR into the draft application.
9. Work with the City and its team to finalize a complete application package.
10. Submit the EDA application on behalf of the City or provide a complete application package to the City and assist the City in submitting the package to the EDA.

This initiative appeared on the BMA agenda of April 6th to authorize the Planning and Community Development Department to apply for the Economic Development Administration's Public Works and Economic Adjustment Assistance programs in partnership with DEKA and ARMI.

Please see attached the CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

CIP BUDGET AUTHORIZATION

CIP#: 812321

Project Year: 2021

CIP Resolution: 6/9/2020

Title: REDC Grant Writing Services For EDA Application Submission

Amending Resolution: 5/18/2021

Administering Department: Planning & Community Development

Revision:

Project Description:

PCD will work with the REDC to prepare and submit an application to the EDA for the Public Works and Economic Adjustment Assistance Grants in support of research and development of a vertiport and waterfront development in the Millyard.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Program Initiation
2. Program Completion
- 3.
- 4.
- 5.

5/18/2021

12/31/2021

12/31/2021

Line Item Budget

OTHER

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$15,000.00

\$0.00

\$0.00

\$15,000.00

TOTAL**\$15,000.00****\$0.00****\$0.00****\$15,000.00****Revisions:****Comments:**

Contribution of OTHER funds to come from DEKA Research and Development.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2021 Community Improvement Program, authorizing and appropriating funds in the amount of Fifteen Thousand Dollars (\$15,000) for the FY 2021 CIP 812321 REDC Grant Writing Services for EDA Application Submission .”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from DEKA Research and Development for grant writing services to support the research and development of a Vertiport and waterfront development in the Millyard;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 812321 REDC Grant Writing Services for EDA Application Submission-\$15,000 STATE

Resolved, that this Resolution shall take effect upon its passage

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works

April 20, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh
Chairman, CIP Committee

Subject: CIP Project #713021 – Thermoplastic Bicycle/Pavement Markings

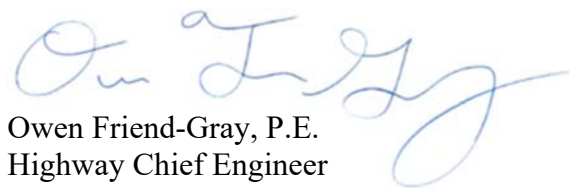
Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the balance of funds in the following project be transferred into CIP #713021 to support the striping program:

CIP #710720 – Thermoplastic Bicycle/Pavement Markings (\$1,249.00 balance)

Consolidation of these CIP projects will improve record keeping for pending striping projects and is consistent with the original intent to provide thermoplastic pavement markings throughout the City. Revised Budget Authorizations are attached for both CIP projects to recognize the transfer of funds. A DPW representative will be available for discussion at the May Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me at this office.

Very truly yours,



Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

CIP BUDGET AUTHORIZATION

CIP#: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department: Revision:

Project Description: Continued installation of both painted and thermoplastic pavement markings for bicycle lanes, school zones, shared lanes, and other traffic control as well as roadside signage.

Federal Grants

Federal Grant:
 Grant Executed:

Environmental

Review Required:
 Completed:

Critical Events

1. Project Initiation	<input type="text" value="7/1/2020"/>
2. Project Completion	<input type="text" value="6/30/2021"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text" value="6/30/2021"/>

Line Item Budget

Line Item Budget	MTF			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$101,249.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$101,249.00"/>
TOTAL	<input type="text" value="\$101,249.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$101,249.00"/>

Revisions:

Revision #1-\$1,249 transferred from CIP #710720 increasing budget from \$100,000 to \$101,249.

Comments:

MTF - Manchester Transportation Fund

CIP BUDGET AUTHORIZATION

CIP#:	710720	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	Thermoplastic Bicycle/Pavement Markings			Amending Resolution:	5/18/2021
Administering Department:	Public Works-Highway			Revision:	#1

Project Description: Installation of both painted and thermoplastic pavement markings.

Federal Grants

Federal Grant:	No	Environmental	Review Required:	No
Grant Executed:			Completed:	

Critical Events

1.	Project Initiation	7/1/2019
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	MTF			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$148,751.00	\$0.00	\$0.00	\$148,751.00
TOTAL	\$148,751.00	\$0.00	\$0.00	\$148,751.00

Revisions:

Revision #1-\$1,249 transferred to CIP #713021 decreasing budget from \$150,000 to \$148,751.

Comments:

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Thousand Two Hundred Forty Nine Dollars (\$1,249) for the FY2021 CIP 713021 Thermoplastic Bicycle/Pavement Markings.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2020 and 2021 CIP’s as contained in the FY 2020 and 2021 CIP budget’s; and

WHEREAS, the FY 2020 and 2021 CIP’s contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the FY 2020 and 2021 CIP’s be amended as follows:

By decreasing:

FY2020 CIP 710720 Thermoplastic Bicycle/Pavement Markings - \$1,249 MTF

By increasing:

FY2021 CIP 713021 Thermoplastic Bicycle/Pavement Markings - \$1,249 MTF

Resolved, that this Resolution shall take effect upon its passage.

Kevin A. Sheppard, P.E.
Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Vazquez
Armand Forest
Kathleen Sullivan

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

April 9, 2021

Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101
Attn: Matthew Normand, City Clerk

Re: July 3, 2021 Fireworks Display

Honorable Board of Mayor and Aldermen,

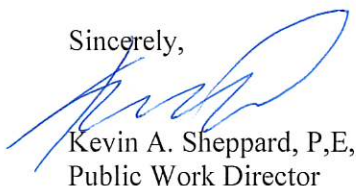
I am hopeful we will be back to allowing events such as the July 3rd fireworks display by this coming July. During my FY22 budget discussion with the Mayor, we discussed a potential funding source for the fireworks display, see below.

- Utilizing the balance of CIP 715020, Visitor's Center – Police Substation at Veteran's Park, which is approximately \$10,100.
- Utilizing FY22 Public Work's budget funds for the balance, approximately \$14,100. Intown Manchester is not planning to hold their Summer Concert Series in Veteran's Park therefore, we will not be putting up the tent structure and stage. The savings from this would be dedicated to the fireworks.

To schedule and plan for this event, the fireworks display company has advised us they would need to know the City's decision regarding the display by the first week of May. The fireworks display will be subject to any guidelines set forth by the Governor's Reopening Task Force. We would also plan to consult with the Manchester Health, Police and Fire Departments while planning this event. Should there be a need to cancel this event after the first week of May our contractor is willing to give the City a partial credit for expenses not yet occurred by them.

Your review and approval of this request would be appreciated. Tim or I will be available at the meeting, should there be any questions.

Sincerely,



Kevin A. Sheppard, P.E.,
Public Work Director

Cc: Honorable Mayor Joyce Craig
Timothy Clougherty, Deputy Director

CIP BUDGET AUTHORIZATION

CIP#: 715020 Project Year: 2020 CIP Resolution: 6/10/2019
Title: Visitor Center - Police Sub Station Amending Resolution: 5/18/2021
Administering Department: Public Works-Facilities Revision: #1-Closeout

Project Description: The purpose of this project is the renovation, interior and exterior, of the visitors center to accommodate a Police sub-station, MBTA and the Chamber of Commerce.

Federal Grants

Federal Grant: No Environmental Review Required: No
Grant Executed: Completed:

Critical Events

1. Project Initiation	4/6/2020
2. Project Completion	7/31/2021
3.	
4.	
5.	
	7/31/2021

Line Item Budget

	GENERAL FUND			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$49,846.58	\$0.00	\$0.00	\$49,846.58
TOTAL	\$49,846.58	\$0.00	\$0.00	\$49,846.58

Revisions:

Revision #1 - \$10,153.42 transferred to CIP #714121 decreasing budget from \$60,000 to \$49,846.58 and close the project.

Comments:

Funding to come from General Fund Reserve Balances.

CIP BUDGET AUTHORIZATION

CIP#: 714121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: 2021 Fireworks Display

Amending Resolution: 5/18/2021

Administering Department: Public Works - Highway

Revision:

Project Description: Funding for July 3rd, 2021 Fireworks Display.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Program Initiation	5/4/2021
2.	Program Completion	12/31/2021
3.		
4.		
5.		
		12/31/2021

Line Item Budget

	GENERAL FUND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$10,153.42	\$0.00	\$0.00	\$10,153.42
TOTAL	\$10,153.42	\$0.00	\$0.00	\$10,153.42

Revisions:

Comments: \$10,153.42 to be transferred from CIP #715020 - Visitor's Center - Police Substation, approximately \$14,900 to come from FY 22 Public Works budget funds.

Planning Department/Startup Form - 07/1/20

\$10,153.42

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 and 2021 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Ten Thousand One Hundred Fifty Three Dollars and 42 Cents (\$10,153.42) for the FY2021 CIP 714121 2021 Fireworks Display.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2020 and 2021 CIP's as contained in the FY 2020 and 2021 CIP budget's; and

WHEREAS, the FY 2020 and 2021 CIP's contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works administered projects;

NOW, THEREFORE, be it resolved that the FY 2020 and 2021 CIP's be amended as follows:

By decreasing:

FY2020 CIP 715020 Visitor Center - Police Sub Station - \$10,153.42 General Fund

By adding:

FY2021 CIP 714121 2021 Fireworks Display - \$10,153.42 General Fund

Resolved, that this Resolution shall take effect upon its passage.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation & Cemetery



Commission
Michael Dimos, Chair
Stephen Connors
Sara Beaudry
Kenneth O'Shaughnessy
David Flurey

CITY OF MANCHESTER
Department of Public Works
Parks, Recreation & Cemetery Division

April 19, 2021

RE: Early Startup for Parks, Recreation & Cemetery Deferred Maintenance FY22 CIP

Chairman Cavanaugh:

The Parks, Recreation & Cemetery Division of the Department of Public Works respectfully requests that the Board of Mayor and Aldermen take action to approve the \$500,000 deferred maintenance project proposed in the Mayor's FY22 CIP budget.

This Deferred Maintenance CIP represents the bulk of funding for repair work needed at park and cemetery facilities and grounds. We have a large backlog of items – including needed repairs to fences, athletic fields, play areas, drainage and equipment – that require attention but for which there is currently insufficient funding.

Early startup of this CIP will allow us to immediately begin purchasing materials and scheduling contractors. This will result in a far greater number of items being addressed prior to winter 2021-22.

I will attend the May CIP Committee meeting and be available to answer any questions.

Sincerely,

Mark Gomez
Chief of Parks, Recreation & Cemetery

CIP BUDGET AUTHORIZATION

CIP#: 510022

Project Year: 2022

CIP Resolution:

Title: FY22 Deferred Maintenance

Amending Resolution:

Administering Department: DPW-Parks, Rec & Cemeteries

Revision:

Project Description:

Funds for deferred maintenance would be allocated to projects such as athletic field rehabilitation, pool maintenance and overall parks facility rehab projects. Construction would be performed by both internal forces and under contract. Although wide ranging, these funds would be used to reestablish field surfaces, repair fencing, replace broken or worn out equipment, repair benches, landscaping, install drainage and many other aspects of park maintenance.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/1/2021

6/30/2036

6/30/2036

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$500,000.00

\$0.00

\$0.00

\$500,000.00

TOTAL**\$500,000.00****\$0.00****\$0.00****\$500,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$500,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Thousand Dollars (\$500,000) for the 2022 CIP 510022 FY22 Deferred Maintenance-DPW Parks, Rec, and Cemeteries

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Five Hundred Thousand Dollars (\$500,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 510022 2022 CIP 510022 FY22 Deferred Maintenance (DPW-Parks, Rec & Cemeteries)	\$500,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Thousand Dollars (\$500,000) for the 2022 CIP 510022 FY22 Deferred Maintenance-DPW Parks, Rec, and Cemeteries

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Department of Public Works

April 12, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh, Chairman, CIP Committee

Subject: Early CIP Project Startups – Highway Projects

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the Board of Mayor and Alderman consider taking action to approve the following projects from the Mayor's proposed FY22 CIP Budget:

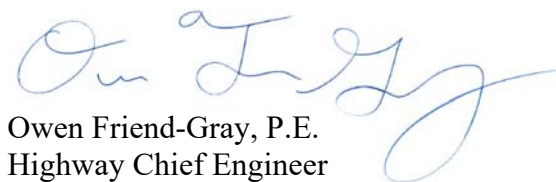
- 1) ADA Sidewalks - \$100,000
- 2) New Sidewalk Expansion - \$250,000
- 3) Sidewalk Rehabilitation Program - \$750,000
- 4) FY22 Roadway Improvements - \$1,700,000

The initiation of these projects will allow for the continuation of the road and sidewalk programs using existing contracts being extended this. These projects represent the funding source for almost half of the road work and the bulk of the sidewalk work planned this summer and fall.

Road construction in Manchester began a couple of weeks ago utilizing remaining FY21 funds, but we are unable to continue beyond June with construction contracts and scheduling contractors. The paving industry remains busy across southern New Hampshire, and a mid-season funding interruption will limit our ability to keep up with the annual need for road and sidewalk repair and resurfacing.

This action is needed to bridge the gap between the fiscal calendar and the construction season. A DPW representative will attend the May 3rd meeting to answer any questions.

Sincerely,



Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
E-mail: hiway@manchesternh.gov • Website: www.manchesternh.gov

CIP BUDGET AUTHORIZATION

CIP#: 710322

Project Year: 2022

CIP Resolution:

Title: Sidewalk Rehabilitation Program

Amending Resolution:

Administering Department: DPW-Highway

Revision:

Project Description:

Construction, reconstruction, and/or resurfacing of sidewalks at various locations throughout the City. Work is prioritized according to the new sidewalk master plan asset management system where surface condition and network priority are used to establish yearly work plans. Asset management allows continuous adjustment of work in most critical locations and based on available funding.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/1/2021

6/30/2031

6/30/2031

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$750,000.00

\$0.00

\$0.00

\$750,000.00

TOTAL**\$750,000.00****\$0.00****\$0.00****\$750,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$750,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the 2022 CIP 710322 Sidewalk Rehabilitation Program (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Seven Hundred Fifty Thousand Dollars (\$750,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 710322 Sidewalk Rehabilitation Program (DPW-Highway)	\$750,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the 2022 CIP 710322 Sidewalk Rehabilitation Program (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER

Department of Public Works

April 12, 2021

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Kevin Cavanaugh, Chairman, CIP Committee

Subject: Early CIP Project Startups – Highway Projects

Dear Alderman Cavanaugh:

The Department of Public Works (DPW) respectfully requests that the Board of Mayor and Alderman consider taking action to approve the following projects from the Mayor's proposed FY22 CIP Budget:

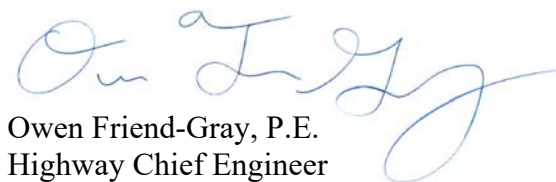
- 1) ADA Sidewalks - \$100,000
- 2) New Sidewalk Expansion - \$250,000
- 3) Sidewalk Rehabilitation Program - \$750,000
- 4) FY22 Roadway Improvements - \$1,700,000

The initiation of these projects will allow for the continuation of the road and sidewalk programs using existing contracts being extended this. These projects represent the funding source for almost half of the road work and the bulk of the sidewalk work planned this summer and fall.

Road construction in Manchester began a couple of weeks ago utilizing remaining FY21 funds, but we are unable to continue beyond June with construction contracts and scheduling contractors. The paving industry remains busy across southern New Hampshire, and a mid-season funding interruption will limit our ability to keep up with the annual need for road and sidewalk repair and resurfacing.

This action is needed to bridge the gap between the fiscal calendar and the construction season. A DPW representative will attend the May 3rd meeting to answer any questions.

Sincerely,



Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
E-mail: hiway@manchesternh.gov • Website: www.manchesternh.gov

CIP BUDGET AUTHORIZATION

CIP#: 710222

Project Year: 2022

CIP Resolution:

Title: New Sidewalk Expansion

Amending Resolution:

Administering Department: DPW-Highway

Revision:

Project Description:

Construction of new sidewalks in locations where they have not been historically located throughout the City.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/1/2021

6/30/2031

6/30/2031

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$250,000.00

\$0.00

\$0.00

\$250,000.00

TOTAL**\$250,000.00****\$0.00****\$0.00****\$250,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$250,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2022 CIP 710222 New Sidewalk Expansion (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Hundred Fifty Thousand Dollars (\$250,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 710222 New Sidewalk Expansion (DPW-Highway)	\$250,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2022 CIP 710222 New Sidewalk Expansion (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: April 26, 2021

Re: CIP #611619 2018 Lead-Based Paint Hazard Reduction Grant Program –
Mortgage Subordination 279 Silver Street (Three Family Rental Property)

Jose and Erika Rosado, the owners of 279 Silver Street have contacted this office to request the subordination of a City lien totaling \$25,800 placed upon the aforementioned property. The lien was placed due to the use of HUD Lead Hazard Reduction Grant funds used to pursue lead abatement at the property.

The requested subordination will allow the owners to acquire a lower rate mortgage on the property thereby reducing operational costs and correspondingly, its economic viability. The owners represent that no cash is being taken out in the refinancing and that the City's security instrument will remain in second position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

Respectfully, I request that the Committee make a recommendation to accept or deny the subordination request to the full Board.

Jose Rosado & Erika Rosado
279 Silver Street
Manchester, NH 03102
Tel: 978-994-8884
Email: Junior8884@gmail.com

April 8, 2021

The Honorable Alderman Kevin Cavanaugh
Chairman, CIP
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: 279 Silver Street - Subordination of Loan

Dear Alderman Cavanaugh:

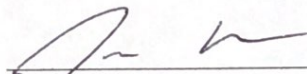
We would like to request that the CIP Committee allows us to subordinate the current mortgage between the City of Manchester and Jose and Erika Rosado.

We, Jose and Erika would like to refinance the above referenced property to lower our current interest rate of the loan with no cash to be taken out.

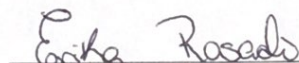
The appraised value for this property is \$380,000 with a payoff amount for the current loan of \$166,118.70. The new loan amount would be \$183,500.00.

Thank you for your consideration.

Sincerely,



Jose Rosado



Erika Rosado



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: April 21, 2021

Re: CIP #610810 HOME Down Payment Assistance – Mortgage Subordination – 415
Gold Street (Single Family Home)

Milagros Rodriguez, the owner of 415 Gold Street has contacted this office to request the subordination of a City lien totaling \$20,000 placed upon the aforementioned property. The lien was placed due to the use of HOME funds used to assist the owner with the down payment of the property.

The requested subordination will allow the owner to acquire a lower rate mortgage on the property thereby reducing operational costs and correspondingly, its economic viability. The owner represents that no cash is being taken out in the refinancing and that the City's security instrument will remain in the same position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

Respectfully, I request that the Committee make a recommendation to accept or deny the subordination request to the full Board.



April 20, 2021

City of Manchester
Attn. Chairman Alderman Kevin Cavanaugh
Planning and Community Development
One City Hall Plaza
Manchester, NH 03101

RE: Subordination Request for Milagros Rodriguez, 415 Gold Street, Manchester, NH 03103

To Whom It May Concern:

The above referenced borrower has requested a subordination of their second lien mortgage to the City of Manchester in order to refinance their current first mortgage to receive a lower rate and term. Upon recording, the City of Manchester's lien will remain in second position. According to the documentation received by the new first mortgage lender, there is no cash to be received by the borrower at closing.

Please contact me if you require any additional information and/or documentation.

Best regards,

Paul McLaughlin

Paul McLaughlin
Home Ownership Manager
NeighborWorks Southern New Hampshire
801 Elm Street, 2nd Floor
Manchester, NH 03110

TRUSTEES

Carolyn Benthien
Ron Boufford
Barry Brensinger
Richard M. Bunker
Dean Christon
Ellie G. Cochran
Rober Dastin, Esq.
Sylvio Dupuis
Matthew Kfoury
Mike Lopez
Claira P. Monier
Joseph B. Reilly
Dennis Ryan
Arthur Sullivan



Subordination Request Data for City of Manchester HOME Mortgage

Loan Purpose: No Cash-Out Refinance
Name: Milagros Rodriguez
Address: 415 Gold Street, Manchester, NH 03103
Investor: City of Manchester

Original Loan Term:

Original Loan Amount for First:	\$185,185.00
Current Principal Balance	\$144,988.00
Loan Amount for Second:	\$ 20,000.00
Interest Rate (1 st)	4.875%
Term	360 Months
Originated:	December 9, 2009
Appraised Value:	\$202,000.00 – November 18, 2009
Purchase Price:	\$202,000.00
LTV:	91.676%
CLTV:	101.576%

New Loan Term:

Loan Amount for First:	\$152,000.00
Loan Amount for Second:	\$ 20,000.00
New Interest Rate:	2.750% Fixed Rate
Term	180 Months
Automated Valuation:	\$315,000.00 (No appraisal required)
LTV:	48.254%
CLTV:	54.603%

Borrower is requesting City of Manchester to subordinate its' lien position to allow for a refinance with no cash out, in order to reduce the term and interest rate and cover reasonable closing costs. The new Loan Application (1003), Underwriting Transmittal Summary, Loan Estimate and Automated Property Valuation have been provided for review. By reducing the interest rate and term, the borrower will reduce the loan term by four years and save thousands in interest over the remaining term. The borrower will not receive any cash back at closing.

TRUSTEES

Carolyn Benthien
Ron Boufford
Barry Brensinger
Richard M. Bunker
Dean Christon
Ellie G. Cochran
Rober Dastin, Esq.
Sylvio Dupuis
Matthew Kfoury
Mike Lopez
Claira P. Monier
Joseph B. Reilly
Dennis Ryan
Arthur Sullivan





Alderman Kevin Cavanaugh
Chairman
Committee on Community Improvement
Planning and Community Development
Community Improvement Program Division
City of Manchester
One City Hall Plaza
Manchester, NH 03101

April 13, 2021

Re: HOME Fund Request
434 Union St

Dear Chairman Cavanaugh:

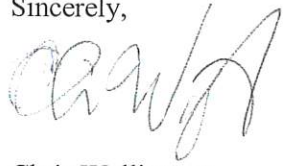
In the last Point in Time Count of the homeless, the City of Manchester reported over 150 individuals who were homeless on one night, 16 of whom were documented as chronically homeless. Research shows that those living on the streets are extremely expensive to serve due to their frequent use of key public services including police and fire contacts, emergency room visits, mental health services and criminal justice engagement. Providing these individuals with Permanent Supportive Housing not only leads to better outcomes, but in many instances is a cost saving for the community.

In order to address this need, Families In Transition (FIT) is proposing to renovate 434 Union St (formerly known as Angie's Place), which will provide 11 new permanent supportive units (4 – one bedroom units and 7 – studio units) for homeless individuals. In order to ensure that those with the most significant needs are met, chronically homeless individuals will be prioritized for this housing, many coming directly from the streets or from the New Horizons shelter.

The CIP Committee approved \$500,000 to be allocated from HOME funds to this project in early 2020. After the funding was approved, the renovations were put on hold due to the pandemic and FIT's decision to utilize 434 Union St as a quarantine location for homeless individuals from March – September 2020, and then as a temporary emergency winter shelter from October 2020 – March 31, 2021. Since the start of the pandemic, the cost of construction materials have increased significantly and we expect that the current funding we have secured will not cover the increase in construction costs. At this time, we do not know the exact amount we'll be requesting from the City of Manchester for additional HOME funds but we'll have the construction costs confirmed on Friday, April 30th once bids are due from general contractors. FIT will be submitting a formal ask for additional HOME funds for the 434 Union St project on Friday, April 30th. We're asking that the committee accept this letter to allow a request for funding by placed on the agenda at your May Meeting. If the request needs to be heard at your June committee meeting it will further delay the project. We're currently are on track to start construction by September 2021, if funding has been secured for the project. FIT has already been awarded \$1.1MM in Housing Trust Funds provided through the New Hampshire Housing Finance Authority for the project.

We greatly appreciate your consideration of our request and appreciate the City of Manchester's continued support of FIT's mission. If you have any questions related to our request please contact Chris Wellington, Vice President of Housing Development & Operations, at 603-674-3167 or cwellington@fitnh.org.

Sincerely,

A handwritten signature in dark ink, appearing to read "CW/A", is positioned above the printed name.

Chris Wellington
Vice President of Housing Development & Operations
Families In Transition



WAYPOINT

Help Along the Way

Formerly

CHILD AND FAMILY SERVICES

April 19, 2021

Alderman Kevin Cavanaugh
City of Manchester
Community Improvement Committee
One City Hall Plaza
Manchester, NH 03101

Re: 298 Hanover Street

Dear Alderman Cavanaugh,

Waypoint has worked over the last 20+ years to provide services and supports to youth and young adults (YYA) in the Manchester community who are experiencing homelessness and housing instability. Annually, Waypoint brings into Manchester \$567,000+ federal operational costs to provide Street Outreach, a Youth Resource Center Drop-in, case management and family mediation for youth under age 18, a Transitional Living Program and a Parenting Transitional Living Program. Due to increases in behavioral health struggles, substance addiction, generational poverty, low wages, and increased housing costs, obtaining and maintaining safe and stable housing as a YYA in Manchester is increasingly difficult and services are at high demand.

It is estimated that over 700 youth and young adults ages 13-25 experience homelessness each year in Manchester. 90% of youth and young adults who access services at Waypoint identify Manchester as their home community and often have never lived in any other community. In 2020, 30% of these youth and young adults had spent the previous night sleeping in an adult emergency shelter, outside, in a vehicle, or in a place not meant for human habitation. A national study of homeless youth and young adults documented that 70% of youth do not have the option to return home. Being unable to find jobs with living wages and high costs of rent, youth are unable to find and maintain stable housing.

As a response to the community need, Waypoint will be developing 8-10 crisis response beds to pilot an emergency shelter for young adults ages 18-25 with the intention of expanding to 18-20 beds and 3 permanent housing units for young adults ages 18-25. We will also be relocating our Youth Resource Center Drop-in to the same location to provide 24-hour services for youth and young adults. Providing services that are developmentally appropriate and geared towards this age group ensures the best outcomes. Working with youth early can prevent youth from becoming chronically homeless and stem issues resulting from homelessness (i.e., addictions, health issues, crime).

HEADQUARTERS

toll free (800) 640.6486
office (603) 518.4000
fax (603) 668.6260

464 Chestnut Street
PO Box 448
Manchester, NH 03101
waypointnh.org



We have identified the state-owned building at 298 Hanover Street as an appropriate location for this expansion project and have submitted a signed purchase and sales agreement for \$325,000 for acquisition. In addition, we have worked with Cornerstone, PDC Construction Firm to develop a preliminary renovation budget of \$1,271,433.25.

Waypoint is requesting that the Community Improvement Committee allocate the following available FY21 funding to this project:

- \$325,000 for building acquisition.
- \$272,779.34 for construction of 3-studio permanent housing apartments on the second floor of the building.
- \$569,672.15 for construction of the emergency shelter for 18-20 crisis response beds for young adults age 18-25.

Waypoint understands that the city of Manchester may not be able to allocate funding to support this full amount, but this represents the true costs of these two projects. The third, the Youth Resource Center Drop-in, with a construction cost of \$422,531.77 will be funded with other resources.

Please see the attached "298 Hanover/Waypoint Budget 4/15/2021 v2.0" from Cornerstone, PDC for back-up of the construction costs. The costs for each project can be seen in the "Area Breakdown Matrix".

Waypoint is the only organization in New Hampshire providing comprehensive services for youth and young adults experiencing homelessness and housing instability. We appreciate your consideration of this request and helping ensure our Manchester young adults have a safe place to sleep.

Sincerely,

A handwritten signature in black ink that reads "Erin Kelly, MA". The signature is fluid and cursive, with the first name "Erin" being more prominent than the last name "Kelly".

Erin Kelly

Director, Homeless Youth and Young Adult Services

298 Hanover / Waypoint Construction Budget 4/15/2021 v2.0

Item	Units	Rate	Total	Notes
Acquisition - (OWNER)				
Property Acquisition	-	\$	-	N/A
Subtotal			\$ -	
Owner Soft Costs - (OWNER)				
Builder's Risk Insurance / GL Policy Rider	-	\$	-	Assume +/- \$3,500
Performance & Payment Bond	-	\$	-	Not Required
Level One Environmental Study/Report	-	\$	-	Assume +/- \$3,500
Soils and Concrete Testing	-	\$	-	See Construction Costs
Subtotal			\$ -	
Engineering & Design Fees (CORNERSTONE)				
Structural (New Egress from LL, Concrete Ramp, Misc.)	1	\$	-	Assume +\$5,800
Geotechnical Studies (N/A)	-	\$	-	N/A
Architectural Design	1	\$	-	Assume +\$55,000
Interior Design (N/A)	-	\$	-	N/A
MEP Design	-	\$	-	N/A, Design-Build
Subtotal			\$ -	
Environmental Work				
Abatement (N/A)	-	\$	-	None Presumed
Air Quality Monitoring (N/A)	-	\$	-	None Presumed
Subtotal			\$ -	
Construction Hard Costs (CORNERSTONE)				
Site Improvements (Ramp, Miscellaneous)	1	\$	55,000.00	
New Fire Sprinkler in Untreated Areas	6,614	\$	5.25	
Update Fire Sprinkler in Existing Treated Areas	4,037	\$	3.75	
			\$ 15,138.75	Combined with "New" Above
New Egress from Lower Level	1	\$	75,000.00	*Emergency Shelter
Major Renovation Area (Lower Level)	2,334	\$	132.00	
Major Renovation Area (Main Level)	2,015	\$	132.00	
Mid-Range Renovation Area (Lower Level)	1,566	\$	87.00	
Mid-Range Renovation Area (Main Level)	403	\$	87.00	
Minor Renovations (Main Level)	1,528	\$	50.00	
Second Floor - Major Renovation Areas	1,400	\$	182.00	
3rd Floor / Attic Renovations (N/A)	-	\$	-	
			\$ 254,800.00	*Permanent Housing
*Work in All Areas Presumed to Be Executed at the Same Time				
Subtotal			\$ 1,256,433.25	
Municipal, Impact, Utility, Other Fees				
Building Permit	1	\$	15,000.00	
Eversource Rebate Program (Credit)	-	\$	-	TBD
Liberty Utilities Rebate Program (Credit)	-	\$	-	TBD
Subtotal			\$ 15,000.00	
Owner Furnishings and Other Expenses				
	-	\$	-	
	-	\$	-	
	-	\$	-	
Subtotal			\$ -	
Project Subtotal, Less Contingency & Other			\$ 1,271,433.25	
Contingencies & Other (CORNERSTONE)				
Design & Construction Contingency		0.00%	\$ -	
Owner Contingency (Based on Project Subtotal)		0.00%	\$ -	
Subtotal			\$ -	
Total Project Budget				
	9,246	\$	137.51	/square foot
			\$ 1,271,433.25	

Area Breakdown Matrix			
ES @ 42%	PH @ 15%	Support @ 43%	Total(s)
\$ 23,100.00	\$ 8,250.00	\$ 23,650.00	
\$ 20,942.15	\$ 7,479.34	\$ 21,440.77	
\$ 75,000.00	\$ -	\$ -	
\$ 308,088.00	\$ -	\$ -	
\$ -	\$ -	\$ 265,980.00	
\$ 136,242.00	\$ -	\$ -	
\$ -	\$ -	\$ 35,061.00	
\$ -	\$ -	\$ 76,400.00	
\$ -	\$ 254,800.00	\$ -	
\$ 563,372.15	\$ 270,529.34	\$ 422,531.77	\$ 1,256,433.25
\$ 6,300.00	\$ 2,250.00	\$ 6,450.00	
\$ 569,672.15	\$ 272,779.34	\$ 428,981.77	\$ 1,271,433.25